



4-1-1988

Publications Committee Annual Report, April 1, 1988

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Report of the SEAALL Publications Committee

The following projects are in the following stages of development:

Drafts Completed

(1) An automation survey has been drafted by Carol Avery Nicholson, University of North Carolina Law Library. (A copy is attached.) The draft is being circulated to Committee members for comment. The survey is targeted to be mailed in early May with a return deadline of June 1.

(2) A salary survey has been drafted by Karen Orlando, Spilman, Thomas, Battle & Klostermeyer, Charleston, W. Va. (A copy is attached.) The draft is being circulated to Committee members for comment.

Draft in Progress

Wes Daniels, University of Miami Law Library, is compiling a Chapter Procedure Manual, and hopes to be able to present a draft to the SEAALL Board at the AALL Meeting in June.

Proposed Projects

(1) Updates of state practice and legislative materials bibliographies that have appeared in the Southeastern Law Librarian in recent years. Randall Owen, Law Library of Louisiana, and Steve Thorpe, Mercer School of Law Library, have expressed an interest in working on this project.

(2) Clearinghouse for in-house publications. Attached is an outline of the proposal prepared by Jean Holcomb, formerly of the University of Alabama Law Library, who has moved to Virginia. An attempt is being made to recruit a volunteer to work on this project.

(3) An annotated checklist of existing sources of publication for writing by law librarians. An attempt is being made to recruit a volunteer to work on this project.

Respectfully submitted,

Wes Daniels
Wes Daniels, Chair
April 1, 1988

Publications:

Wes Daniels, Chair
University of Miami
Emerita Cuesta
University of Miami
Joice B. Elam
Emory University
Mary Cooper Gilliam
University of Virginia
Jean Holcomb
University of Alabama
Carol Nicholson
University of North Carolina
Karen T. Orlando
Spillman Thomas Battle & Klosterman
Charleston, WV
Randall Owen
Law Library of Louisiana
Melissa Surber
University of South Carolina
Steve Thorpe
Mercer University

CLEARINGHOUSE FOR IN-HOUSE PUBLICATIONS

To facilitate the exchange of information about such local publishing projects, the following steps could be taken by our committee:

1. Devise a survey forum to identify inhouse projects:
 - a. already completed
 - b. in progress
 - c. ones people wish they had
2. After the forms are returned publish in the newsletter:
 - a. the titles of completed projects that are available with the name and address of the contact person
 - b. same as 2a above for projects in progress
 - c. initiate publication of projects identified in survey
3. Consider designating a member of the committee to act as a "curator" to collect completed projects which could be photocopied and to act as an information broker to help people who are working on similar projects get in touch.

Types of publications covered by this scheme could include the following categories:

1. policy and procedures manuals
2. disaster plans
3. form manuals
4. student handbooks
5. marketing strategies for the library
6. legal bib
 - a. handouts--citation, card catalog, etc.
 - b. student exercises
 - c. advanced legal bib--materials, course outlines
7. bibliographies
 - a. topical
 - b. geographic/regional
8. PC lab handbooks, exercises, etc.
9. DBase or other computer programs used in the operation of the library

- Jean Holcomb

Automation in Law Libraries

Questionnaire

Automation is perhaps the most prevalent development in the last quarter-century in law libraries and in society in general. Nearly every law library has at least one microcomputer now and most have delved into automation in technical services, public services and administrative activities. But where do we stand in relation to other libraries in the region, how far have we come and where are we headed? This questionnaire is designed to address these and other questions that the automation age has produced.

The Publications Committee of the Southeastern Chapter of the American Association of Law Libraries requests that you respond promptly so that the responses can be distributed in a timely manner. Please share the questionnaire with all appropriate colleagues at your library and send the completed forms to: **Carol Avery Nicholson, Technical Services Librarian, Law Library, CB #3385 Van Hecke-Wettach Bldg., University of North Carolina, Chapel Hill, N.C. 27599. Deadline: June 1, 1988.**

Thank you for your cooperation.

General:

What is the size of your staff? Please use full-time equivalents based on 40 hours per week.

_____ Librarians _____ Staff

_____ Total student hours per week

What is the size of your collection?

_____ Titles _____ Volumes

What is the amount of your annual book budget? \$_____

Please indicate your library type:

_____ Academic _____ Corporate _____ Court _____ Firm
_____ Other

Technical Services:

1. Please indicate the percentage of titles processed with the systems indicated:

		<u>System</u>	<u>Hardware</u>	# Terminals
Cataloging:	OCLC	-----%	-----	-----
	RLIN	-----%	-----	-----
	WLS	-----%	-----	-----
	Manual	-----%	-----	-----
	(Please specify) Other	-----%	-----	-----
Book Labelling:	OCLC	-----%	-----	-----
	SeLin	-----%	-----	-----
	Manual	-----%	-----	-----
	(Please list) Other	-----%	-----	-----

Additional comments:

Acquisitions:	ACQ350	-----%	-----	-----
	INNOVACQ	-----%	-----	-----
	NOTIS	-----%	-----	-----
	Manual	-----%	-----	-----
	(Please specify) Other	-----%	-----	-----

Additional comments:

Serials:	INNOVACQ	-----%	-----	-----
	NOTIS	-----%	-----	-----
	SC350	-----%	-----	-----
	Manual	-----%	-----	-----
	(Please list) Other	-----%	-----	-----

Additional comments:

This section completed by _____
Name Title

Public Services:

	<u>System</u>	<u>Hardware</u>	<u># Terminals</u>
Circulation: Integrated catalog	-----	-----	-----
Online catalog	-----	-----	-----
Circulation system	-----	-----	-----
Reserve collection	-----	-----	-----
Other (Please list)	-----	-----	-----
	-----	-----	-----

	<u>Software</u>	<u>Hardware</u>	<u># Terminals</u>
Reference: BRS	-----	-----	-----
DIALOG	-----	-----	-----
Dow Jones	-----	-----	-----
ELSS	-----	-----	-----
LegalTrac	-----	-----	-----
OCLC Ref. Services	-----	-----	-----
PhiNet	-----	-----	-----
Wilsonline	-----	-----	-----
Other (Please list)	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----

Total terminals

LEXIS
WESTLAW

Instructional: CALI
Cite Checker
CiteRite
Other (Please specify)

Additional comments:

This section completed by _____

Name	Title
------	-------

Administrative:

	<u>Software</u>	<u>Hardware</u>	<u># Terminals</u>	<u>Dept.(s)*</u>
Budget				
Personnel	-----	-----	-----	-----
Supplies & Equip.	-----	-----	-----	-----
Statistics				
Personnel/schedule	-----	-----	-----	-----
Collection size	-----	-----	-----	-----
Workload	-----	-----	-----	-----
Word-processing	-----	-----	-----	-----
Other (please list)	-----	-----	-----	-----
	-----	-----	-----	-----
	-----	-----	-----	-----
	-----	-----	-----	-----
	-----	-----	-----	-----

Please use departmental codes: **A**cquisitions, **A**dministrative Office, **A**ll,
Cataloging, **C**irculation, **C**ollection Development, **R**eference, **S**erials

Additional comments:

This section completed by _____
Name Title

DATE

Dear Fellow Law Librarian:

The Publications Committee of the Southeastern Chapter of the American Association of Law Libraries has formulated the enclosed salary survey to be completed by its members.

This survey will provide valuable information to our members in every type of library setting. Areas to be explored include library organization, staffing, demographic insight, and monetary remuneration, including fringe benefits.

The results will be compiled with a future report to appear in the SEAALL Newsletter. Therefore, we need the cooperation of all members to provide our organization with meaningful statistics to accurately assess the current state of our profession.

Please complete the questionnaire and return to:

Thank you for your cooperation.

Sincerely,

SEAALL SALARY SURVEY

Region

☐ (AL, LA, MS TN)
☐ (FL, GA, NC, NS)

☐ (KY, VA, WV)

1. Type of Library

☐ university
☐ law firm
☐ county
☐ state

☐ federal
☐ corporate
☐ other, please specify

2. Position/Title

☐ director
☐ circulation
☐ reference
☐ cataloger

☐ acquisitions
☐ assistant
☐ clerical
☐ other, please specify

3. Job Responsibilities

☐ administrative
☐ public services
☐ technical services

☐ all services
☐ other, please specify

4. Length of Time at Current Position

☐ less than one year
☐ 1-3 yrs.
☐ 3-5 yrs.

☐ 5-10 yrs.
☐ over 10 yrs.

5. Number of Library Employees

☐ 1-3 employees
☐ 4-8 employees

☐ 9-12 employees
☐ over 12 employees

6. Number of Employees Under Your Supervision

☐ 1-3 employees
☐ 4-8 employees

☐ 9-12 employees
☐ over 12 employees

7. Highest Level of Education

☐ L.L.M.
☐ J.D./M.L.S.
☐ Ph.D.
☐ M.L.S.+
☐ M.L.S.

☐ B.S.
☐ A.S.
☐ high school
☐ other, please specify

8. Professional Law Library Experience

<input type="checkbox"/> less than one year	<input type="checkbox"/> 5-10 yrs.
<input type="checkbox"/> 1-3 yrs.	<input type="checkbox"/> over 10 yrs.
<input type="checkbox"/> 3-5 yrs.	

9. Size of Library Collection

<input type="checkbox"/> under 10,000 volumes	<input type="checkbox"/> 50,000 - 99,999 volumes
<input type="checkbox"/> 10,000 - 29,999 volumes	<input type="checkbox"/> 100,000 - over volumes
<input type="checkbox"/> 30,000 - 49,999 volumes	

10. Number of Patrons Served

☐

11. Salary

<input type="checkbox"/> 10,000 - 14,999	<input type="checkbox"/> 30,000 - 39,999
<input type="checkbox"/> 15,000 - 19,999	<input type="checkbox"/> 40,000 - over
<input type="checkbox"/> 20,000 - 29,999	

exact salary(optional) _____

12. Other Compensation

<input type="checkbox"/> annual raise	<input type="checkbox"/> insurance/dental
<input type="checkbox"/> bonus	<input type="checkbox"/> insurance/life
<input type="checkbox"/> retirement plan	<input type="checkbox"/> parking
<input type="checkbox"/> insurance/hospital	<input type="checkbox"/> other, please specify

13. Population of City, Town Library is Located

<input type="checkbox"/> under 10,000	<input type="checkbox"/> 60,000 - 89,999
<input type="checkbox"/> 10,000 - 29,999	<input type="checkbox"/> 90,000 - 100,000
<input type="checkbox"/> 30,000 - 59,999	<input type="checkbox"/> over 100,000

14. Number of Law Libraries in Your Locale

☐

Publication in Library & Information Science: The State of the Literature

By John Budd

SEVERAL YEARS AGO Daniel O'Connor and Phyllis Van Orden began their paper, "Getting into Print," with the following statement: "Rampant criticism on the quality of library literature is so pervasive that we could be fearful that Katz's *Best of 1978* might contain only one or two articles."¹ It can be safely said that the members of the profession have not ceased the spectator sport of literature-bashing. It can also be safely said that such a phenomenon is not unique to library and information science.

The question of the quality of the literature seems to be dependent, to a considerable extent, on the motivational factors that drive people to write and publish. The factors at work may be based on need or desire. Robert Stueart investigated motivation and arrived at some elemental questions that can help define the climate to publish.

1. Do you want to publish? Is your idea something that has not been covered in the literature before?
2. Do you have to publish in order to advance professionally?
3. Are you anxious to relate the results of research performed in a scientific manner?
4. Do you have a real commitment to writing, and have you made the distinction between scholarly research and "how to do it" articles? There is a place for both in the literature.²

John Budd is Assistant Professor, Graduate Library School, University of Arizona, Tucson

The distinction Stueart speaks of in his last element is an important one. At present the literature reflects that some of its members are concerned primarily with practice, while others are seeking a scholarly base. The distinction presents the possibilities for argument about what the literature *should* be, but discussion must be preceded by the current state of publishing practice.

Publishing as communication

It is widely recognized that the ideal purpose of publishing is communication of ideas, research, opinion, and scholarship. A primary means of scholarly communication in virtually all disciplines (and certainly in library and information science) is the journal. The journal offers authors and readers some advantages over the monograph: the opportunity for dissemination of a larger number and broader scope of issues and questions; intensive study of very specific questions or aspects of large problems; and the timely publication of intended communication (though this last item may be a disputed point on both sides of the editorial fence).

How efficient is the network of journal literature in library and information science? Specifically, how well does this network serve prospective authors? O'Connor and Van Orden paid particular attention to these kinds of questions in their paper, seeking such information as acceptance rates of journals, publication delays, and means of reaching publication decisions. At the time they wrote their paper they recognized the pressure on individuals to publish, a factor that may be separate and apart from the desire to communicate with colleagues.³ This pressure likely has not

dissipated in the intervening years between their study and the present one. Publication is a criterion for advancement in many environments. It is hoped that these essentially external pressures do not adversely affect the quality of published works, that editors, in the course of exercising the "gatekeeper" function observed by Janice M. Beyer,⁴ exert a strong controlling influence on quality.

The data

O'Connor and Van Orden presented data on 33 journals in library and information science.⁵ The current study presents data on 48 journals. A total of 53 journals were surveyed, for a return rate of 90.6 percent. The criteria for inclusion in the study are essentially the same as those established by O'Connor and Van Orden: journals published in the United States and Canada; journals with a national audience; journals that accept or are open to consider unsolicited submissions; and journals that publish formal communication (that is, those that do not publish exclusively internal or agency news or brief informal exchanges).

These criteria exclude a number of publications. For instance, because of its policy of soliciting manuscripts, *Library Trends*, whose issues focus on specific themes, does not fall within the scope of this study. The journals represented by data presented here vary considerably in subscription size, subject matter, and means of support (association organs, institutional subsidies, etc.).

In order to ascertain the information that would be of interest and importance to authors in search of journals (and this information is the kind previously sought by O'Connor and

Van Orden), questionnaires were sent to the editors of the identified journals. Considerations regarding acceptance of submissions and the rate of unsolicited manuscripts published are presented in Table 1.

It is evident from the data in Table 1 that it is not a simple matter to calculate an overall acceptance rate for articles submitted to library and information science journals. A number of editors provide inexact information, usually in the form of range of submitted and accepted papers. Using these ranges, it appears that the acceptance rate for unsolicited papers is from 30.5 percent to 38.4 percent. A more precise estimate cannot be arrived at. This range is a bit more favorable (from the author's viewpoint) than the 22.7 percent rate observed by O'Connor and Van Orden.⁶

How many mss. are rejected?

The data in the present study show that approximately 60 to 70 percent of manuscripts are rejected. O'Connor and Van Orden expressed surprise at the high rejection rate of 77.3 percent when compared to other disciplines.⁷ This rate may seem high in comparison to the sciences, but appears to be in line with the social sciences and humanities. A. Carolyn Miller and Sharon L. Serzan surveyed a number of journals in several disciplines and their data support the above contention. They noted lower rejection rates for the following fields: medical and health science (52 percent); engineering, allied sciences, and mathematics (47 percent); life sciences (41 percent); and earth, environmental, and physical sciences (35 percent).⁸

Some areas of the humanities and social sciences, on the other hand, were victim to higher rejection rates: history, area studies, political science, religion, and philosophy (62 percent); general and fine arts (65 percent); psychology and psychiatry (69 percent); education and communications (70 percent); professional studies (including library science, 74 percent); language, literature, and linguistics (74 percent); and business, economics, finance, management, and personnel (79 percent).⁹ Other research has uncovered rejection rates of 88 percent for the humanities¹⁰ and 85 percent for American history.¹¹ In light of these findings, the rejection for library and information science is neither surprising nor extraordinary.

What does the rejection rate indicated by available data signify for

library and information science literature with respect to the literatures of other disciplines? Beyer examines publication decisions based on universalistic (consideration of merit and quality) or particularistic (personal preference, background of author, etc.) criteria.¹² She finds that in disciplines with high paradigm development,¹³ such phenomena as low rejection rates reflect the universalistic judgment practices at work. While attempts are made in the social sciences to lessen the possible existence and impact of particularism (including anonymous refereeing and multiple referees), some particularistic elements persist, according to Beyer.¹⁴

Beyer's findings have implications for communication in many fields, including library and information science. Higher rejection rates, publication delays, longer articles (relative to the sciences) signify possible discouragement to research, impediments to communication. Beyer says, "It is difficult to see how such results can be beneficial to the development of a science."¹⁵ Beyer's research should be examined further for its implications for the nature of literature in the social sciences and the relevance of comparison with the sciences.

The unsolicited piece

The last column of Table 1 reports the percentage of published articles that come from unsolicited manuscripts. As with the study conducted by O'Connor and Van Orden, the figures represent editors' estimates. They also represent considerable variation from journal to journal. O'Connor and Van Orden state that 68.1 percent of the articles published in 1975 (in reporting journals) came from unsolicited manuscripts.¹⁶ Such a calculation from available data is difficult because of estimates. One notes that, in the past two years, "six unsolicited manuscripts have been received" and doubts that the number will increase. Other editors offer the following comments:

[A couple of years ago] submissions were minimal. In the past two years this has changed dramatically with many good papers coming in unsolicited.

Most of my papers are directly requested from people who have been recommended to [me] by colleagues or whom I know personally. Unsolicited papers are the exception, but they are always welcome.

It seems to me that not enough publishable articles are received by editors. Perhaps librarians do not have time to

write . . . [W]e were running out of items to be published and, at times, we received manuscripts which had to be totally rewritten.

These comments lead to the supposition that, while the rates of unsolicited manuscripts published are not high for some journals, editors may be more amenable to consideration of such submissions than figures suggest. This is not a universal phenomenon, which comes as no surprise. Further comments by editors point to the occurrences of unsolicited papers being the exception rather than the rule.

Most of the material . . . is requested from qualified authors. Unsolicited mss. are considered only within the theme of the issue.

Although many of the articles we receive are technically unsolicited, the people who write them tend to be turned into a "network" of librarians.

One of the responding editors makes some general comments about the fluctuating marketplace of the literature.

We have . . . noted the field itself goes through phases of relatively high productivity and the reverse. I have yet to discover what dictates this pattern, but I suspect it relates to the following number of faculty and higher library positions open, general availability of tenure track advancement, the professional agenda at any given time (whether or not there are major issues under debate), and the availability of funds that spark innovations, experiments, and new directions in the practice and service of libraries.

The above factors can certainly affect the number of manuscripts available for editors' consideration. Another factor, mentioned earlier, is the increase in the number of journals. Examination of some comparable data provides possible insights into the current state of the literature. Of 20 journals whose rates of published articles coming from unsolicited manuscripts can be compared between the earlier study and this one, 11 are lower, eight are higher, and one is the same. Of 17 journals whose acceptance rates can be compared, 14 are higher and three are lower.

These comparisons seem to indicate that the number of acceptable manuscripts has not kept pace with the rising number of journals. This is borne out by one more comparison: the total number of unsolicited manuscripts received by 15 journals in the O'Connor and Van Orden study is 1210; the total for the same 15 jour-

Table 1
Journal Data and Openness to Unsolicited Manuscripts

Title	No. of subscriptions	No. of unsolicited manuscripts submitted	No. of unsolicited manuscripts accepted	% of unsolicited manuscripts accepted	% of articles pub. annually which come from unsolicited manuscripts
American Archivist	4,000	—	—	—	—
American Libraries	47,000	150-200	15-20	8-13	50
Behavioral & Social Sciences Librarian	450	—	—	—	—
Bulletin of the American Society for Information Science	4,500	12	4	33	8
Canadian Library Journal	5,500	35-70	30	43-86	85
Cataloging & Classification Quarterly	c.1,000	25-30	20	67-80	50-60
Catholic Library World	3,000	c.30	c.10	33	10
Collection Building	1,500	50	20	40	40
Collection Management	c.1,000	8-10	most	—	15-20
College & Research Libraries	13,600	100	35	35	75
Community & Junior College Libraries	400	25-30	25	83-100	5-10
Government Publications Review	1,000	20	12	60	33
Horn Book	19,000	varies	c.10	—	varies
Information Processing & Management	1,071	85	25	29	15
Information Technology & Libraries	6,800	75-100	—	c.60	c.80
Journal of Academic Librarianship	2,500	100-150	20-30	13-30	98
Journal of Education for Library and Information Science	1,800	45-55	16-20	29-44	95
Journal of Library History	808	45	16	36	90
Journal of the American Society for the Information Science	4,000	75	50	67	80
Journal of Youth Services in Libraries	36,000	50-60	15-30	25-60	30-50
Law Library Journal	4,200	50	30	60	—
Legal Reference Services Quarterly	800	60-75	40-50	53-83	80
Library & Archival Security	c.1,000	6-10	3-5	30-83	10
Library & Information Science Research	475	30-40	12-16	30-53	c.75
Library Hi-Tech	10,200	100-150	8-12	5-12	15-25
Library Journal	27,000	—	—	—	—
Library Quarterly	c.3,900	c.54	c.13	24	100
Library Resources and Technical Services	c.9,500	41	13	32	41
Medical Library Association Bulletin	c.6,000	c.90	c.40	44	90
Medical Reference Services Quarterly	c.800	12	5	42	25
Microform Review	1,400-1,500	3	3	100	15
Notes	3,600	—	—	—	—
Online	5,500	c.60	c.20	33	c.20
Online Review	—	c.25	c.18	72	—
Public Libraries	c.6,000	c.40	c.8	20	20
Public Library Quarterly	10,000	30	20	67	75
Reference Librarian	1,500	2-3	1-2	33-100	1-2
RSR: Reference Services Review	—	10-20	10-15	50-100	45
Research Strategies	800	75	24	32	90
Resource Sharing & Information Networks	—	10-15	—	c.90	50
RQ	6,404	58	18	31	86
School Library Journal	42,000	300	30	10	10
School Library Media Quarterly	7,000	35	12-15	38-43	80
Science & Technology Libraries	c.800	5-10	4-5	40-100	15
Serials Librarian	c.2,000	6-10	3-5	30-83	10
Special Libraries	12,500	25	12-13	48-52	15
Technical Services Quarterly	700	15-20	10-15	50-100	50
Voice of Youth Advocates	3,300	—	12-15	—	10

nals in the present study is 1,003. This may prove to be beneficial to authors, but its implications for communication are yet to be seen.

Manuscript review

Since library and information science as a discipline exhibits many of the outward traits of the social sciences, particularly in the area of rejection rate, it should be expected that unsolicited manuscripts undergo a formal review process before a publication decision is made. The question remains as to what types of review are submissions put through. As is noted above, Beyer maintains that a refereeing process is an attempt at applying universalistic judgment to the selection of publishable papers. O'Connor and Van Orden agree, with an added caveat: "Although refereeing does not guarantee the production of quality manuscripts, it does inject independence and impartiality into the selection process."¹⁷

How many journals use referees (or readers other than the editor) in determining which papers to publish? Table 2 presents the mechanisms of evaluation used by library and information science journals and the number of readers to whom each manuscript is sent.

If peer review is interpreted with sufficient looseness to include editorial staffs and editorial boards, then the majority of library and information science journals can be seen to employ a peer review process. The problem exists of defining that particular form of peer review—refereeing.

Miller and Serzan provide the strictest and most detailed assessment of what constitutes a refereed journal.¹⁸ Ruth Fraley and Barbara Via avoid the issue by simply asking editors if their journals are refereed.¹⁹ The formal use of referees who are not members of staffs or boards has risen considerably in the last decade. O'Connor and Van Orden observed that, "Though there appears to be movement towards refereeing, only six journals employed a full refereeing system."²⁰ The movement has certainly accelerated; Table 2 illustrates that 20 journals are relying on referees in the evaluative process. (Fifteen use double-blind refereeing.)

It could be that the impetus for such movement has been more external than internal, with university-wide standards affecting those professional staff members with faculty or academic status. Whatever the cause, the use of referees is generally acknowledged to be the most effective system in use. As Stuart Glogoff

states, "Practicing a double-blind refereeing process where the author's name is not revealed to the referee as well as the referee remaining anonymous to the author seems the most objective method."²¹

If peer review is considered to be a "good thing," then what characterizes it?; how does it work? John C. Bailar and Kay Patterson observe that:

Four paradigms seem to capture much current opinion about peer review of scientific works submitted for journal publication: the sieve (peer review screens worthy from unworthy submissions); the switch (a persistent author can eventually get anything published, but peer review determines where); the smithy (papers are pounded into new and better shapes between the hammer of peer review and the anvil of editorial standards); and the shot in the dark (peer review is essentially unpredictable and unreproducible and hence, in effect, random).²²

Bailar and Patterson conclude that peer review seems to work well and that no feasible alternative presents itself.

One possible drawback to peer review, and specifically to refereeing, is perceived by Michael D. Gordon. Gordon posits that referees can form something of a network that may overlap with a larger network of authors. The possibility exists for less rigor when the sets formed by the networks intersect because of common ground with regard to intellectual bases and/or similarity of institutional environment. Because of this,

It can therefore be argued that biases systematically operate within refereeing systems in such a way as to give advantage to those elements of a research community which supply the largest proportion of the referees used by the editors of its journals. The papers of such authors may on occasion be less demandingly evaluated than those of authors outside the group.²³

The implications of this (if it is an occurring phenomenon) are that newness of ideas, innovation of methodology, and divergence of interpretation may be stifled.

Criteria for publication

Assuming an efficient system of conscientious and objective referees, what criteria are used in making decisions to recommend publication? Glogoff surveyed referees for journals in library and information science and offered them six choices of criteria for evaluation. The referees selected the criteria in the following order: validity of claims, originality,

clarity, reader appeal, importance of subject to the referee, and manuscript secrecy referee from author.²⁴

Robert K. Coe and Irwin Weinstein surveyed managing editors and reviewers (referees) of business journals and found the following five reasons for rejection of manuscripts mentioned most frequently by both groups (though not in the same rank order): does not add significantly to the current body of knowledge, too superficial, inappropriate subject matter, poorly written, and inadequate research.²⁵ If a synthesis of these findings could be expressed as advice to authors, the conclusion might be to select a significant question, be careful to adopt an appropriate method of study, execute the study thoroughly, and write with clarity.

It may be a tacit assumption among authors and those not involved with the inner workings of the editorial process that referees are working from carefully devised and explicitly stated criteria for evaluation. O'Connor and Van Orden report that "several" editors sent evaluation forms.²⁶ In the present study only one editor sent an evaluation form. It should be noted that editors were not requested to supply such forms. Glogoff asked referees if some form or other aid was used: 55 responded yes and 55, no.²⁷ In the study conducted by Miller and Serzan it was found that "Only one-third (33 percent) of the journals . . . use some type of evaluation criteria form, and only ten percent publish it regularly to aid prospective authors."²⁸ It could be in editors' interests to devise formal sets of evaluation criteria (if they do not already exist) and to publish these criteria in one issue each year. In general, the suggestions of O'Connor and Van Orden are as valid today as they were a decade ago and deserve reiteration:

- 1) Journals should regularly publish specific statements on their purpose, scope, and audience; 2) journals should publish the criteria used to evaluate manuscripts; and 3) journals should adopt a double-blind refereeing system.²⁹

It is evident from Table 2 that a number of means of evaluation are at work in library and information science journals. In this respect library and information science is probably no different from most fields, especially professional fields. If a particular journal's intention is to be a forum for scholarly communication, then it should subscribe to agreed-upon standards for evaluation of manu-

scripts. Stephen Juhasz offers some recommendations for consideration, among which are multiple referees for each paper, detailed guidelines for communicating with editors (distributed to referees), a four-week period for referee review manuscripts, and indication by the journal of the use of referees in evaluation.³⁰ Greater standardization of practice could lead to a more efficient system of communication from the standpoint of both authors and editors.

How long does the process take?

One of Juhasz's recommendations intimates an area of concern with the communication process—publication delays. While there is general agreement that refereeing leads to the most objective means of evaluating papers for publication, it can, when there is a lack of diligence on the parts of referees or editors, exacerbate delays. As Eugene Garfield states,

Real or perceived, delays in publication resulting from refereeing may be the most prevalent concern among scientists, who may have job security, promotion, or the need to establish priority for a discovery hanging in the balance.³¹

This concern is not limited to scientists; it is in the personal interest of anyone whose professional advancement depends on such criteria as publication to have papers published as quickly as possible. From the standpoint of the discipline, the timely dissemination of research and information can only serve to facilitate progress on all fronts.

The question of publication delays of library and information science journals is addressed in Table 3. The times from receipt of manuscripts to the arrival at publication decisions and the times from decisions to actual publication are reported in weeks.

As is true of the other factors examined in this study, there is considerable variation in practice from journal to journal (and even, at times, within the workings of individual journals). Though calculation of a general trend is difficult, it appears that the average time from submission to decision is approximately nine to ten weeks. The average time from decision to publication is approximately 26 weeks. Based on these calculations, an author of a paper accepted for publication can expect to see it in print about nine months after submitting it to a journal. While this seems to be a considerable delay, it

Table 2
Evaluation Process

Selection Process	No. of Readers
1. <i>Editor alone decides</i>	
Catholic Library World	1
Journal of Youth Services In Libraries	1
Law Library Journal	1
Medical Reference Services Quarterly ¹	1
Microform Review	1
Public Libraries	1
Public Library Quarterly	1
Voice of Youth Advocates	1
2. <i>Editor decides with assistance from staff</i>	
American Archivist	4
American Libraries	4-6
Bulletin of the American Society for Information Science	2
Horn Book	2
Legal Reference Services Quarterly	2-4
Notes	—
School Library Journal	3
3. <i>Editor and editorial board decide</i>	
Behavioral & Social Sciences Librarian	2-3
Canadian Library Journal	2
Cataloging & Classification Quarterly ²	2-3
Government Publication Reviews ²	3-6
Journal of Education for Library and Information Science	3-4
Technical Services Quarterly	1-3
4. <i>Editorial board decides</i>	
Research Strategies	5-6
5. <i>Referees who know author's name decide</i>	
Collection Building	2-4
Information Processing & Management	2
Journal of the American Society for Information Science	2
Medical Library Association Bulletin ³	4
Online Review	3
6. <i>Referees who do not know author's name decide</i>	
Collection Management ⁴	2-4
College & Research Libraries ⁴	3
Information Technology and Libraries	1-2
Journal of Academic Librarianship	3
Journal of Library History	4-5
Library and Archival Security	2-4
Library & Information Science Research	3
Library Quarterly ⁴	2-4
Library Resources and Technical Services ⁴	1-3
Resource Sharing & Information Networks	2
RQ	3
School Library Media Quarterly	3
Science and Technology Libraries ³	2
Serials Librarian ⁴	2-4
Special Libraries	2
7. <i>Combination</i>	
Online	2
The Reference Librarian	10-15
RSR: Reference Services Review	2-3
1. Sometimes uses editorial board and referees who do not know author's name	
2. Manuscript is reviewed by readers who are usually, but not always, members of the editorial board	
3. Editor makes the final decision	
4. Editor assumes ultimate responsibility for decision	

Table 3
Publication Delays

Title	Time from receipt of manuscript to pub. decision (In wks.)	Time from pub. decision to publication (In wks.)	Is criticism of rejected manuscripts offered?
American Archivist	—	—	—
American Libraries	6-8	4-12	Sometimes
Behavioral & Social Sciences Librarian	15	26-32	Yes
Bulletin of American Society for Information Science	3	6	No
Canadian Library Journal	26	6	Not to great extent
Cataloging & Classification Quarterly	10-15	30-40	Yes
Catholic Library World	2	c.26	Yes
Collection Building	6	10-30	Yes
Collection Management	5-8	c.20	Yes
College & Research Libraries	6-8	8-16	Yes
Community & Junior College Libraries	varies	12+	Yes
Government Publications Review	6-8	c.52	Extensive
Horn Book	4	6-52	Sometimes suggests other publications
Information Processing and Management	3	12	Yes
Information Technology and Libraries	6	8-12	Yes
Journal of Academic Librarianship	6-8	12-52	Yes
Journal of Education for Library and Information Science	8-10	c.24	Yes
Journal of Library History			
Journal of the American Society for Information Science	12-16 c.12	52+ c.65	Yes Yes
Journal of Youth Services in Libraries	.5-4	1-16	Some
Law Library Journal	6-8	26-52	Yes
Legal Reference Services Quarterly	8-12	26	Sometimes
Library and Archival Security	5-6	c.20	Yes
Library & Information Science Research	12	12-26	Yes
Library Hi-Tech	2-12	12-64	As time permits
Library Journal	c.4	8-24	When appropriate
Library Quarterly	2+	26-52	Yes—varies
Library Resources and Technical Services	1-10	varies	Not in depth
Medical Library Association Bulletin	8-10	c.4-8	Yes
Medical Reference Services Quarterly	6	38	Yes
Microform Review	1 day	26-52	If needed
Notes	1-8	4-12 + 26 lead time	Sometimes
Online	c.4	30	Upon request
Online Review	12	8	Yes
Public Libraries	1-26	10-52	Not usually
Public Library Quarterly	c.4	c.22	No
The Reference Library	1.5	16-32	Yes
RSR: Reference Services Review	52-104	52-78	Yes
Research Strategies	varies	8	Yes
Resource Sharing & Information Networks	10-15	26-78	Yes
RQ	19	37	Yes
School Library Journal	16-26	usually 12	No
School Library Media Quarterly	6-8	12-26	No
Science and Technology Libraries	2-3	26-38	Yes
Serials Librarian	5-6	c.20	Yes
Special Libraries	16-20	16-20	On request
Technical Services Quarterly	c.4-8	c.20-30	Always
Voice of Youth Advocates	3-6	36-52	Sometimes

should be noted that the time required for the same process in the humanities is about 15 months.³²

Causes for delays can be several. As is mentioned above, the refereeing process, when not operating smoothly, can take time. Communication is not facilitated when a manuscript languishes on a referee's desk. A backlog of accepted manuscripts can delay publication, especially in journals published quarterly or semi-annually. Another factor causing delays is copyediting. If a manuscript has to be returned to an author for revision another layer is added to the process.

Some editors indicate that revision is not an uncommon occurrence. One states, "The quality of submissions these days is generally high, but copyediting, even so, is necessary." The need for revision or editing can be extensive, as is evidenced by the following comment: "Few manuscripts are accepted without at least some revision." Another is even stronger in an assessment of the need for revision: "99 percent of all articles published are revised prior to acceptance. In two years we've only published one unrevised piece. Some require extensive revision—so the elapsed time from submission to acceptance is a two-stage process, usually." When considering the above factors, along with the time required to print and distribute the journal, a delay of nine months may not be so onerous as it first appears.

The well-prepared get published

The data presented here illustrate that it is not a foregone conclusion that a manuscript submitted to a journal will be accepted for publication. Because of this there exists, and probably will exist for some time, competition for space in the pages of journals. This space likely will go to the well-prepared. Getting published in journals is not a game, but it sometimes emulates one. Journals or editors have rules that participants are expected to follow. Some journals make their rules known; some do not. Most include instructions to authors regarding manuscript preparation and bibliographic form, but very few share their evaluation criteria if, indeed, they have formally developed criteria.

Who is successful at getting into print? Paula D. Watson examined authorship of articles in 11 major journals for the period 1979 through 1983 and found that, on average, 65 percent of the articles were written by academic librarians and library school faculty and students.³³ Wat-

son identifies the 20 most productive "academic" libraries (one of which is the Library of Congress). Productivity is measured by the number of publications written by persons affiliated with the libraries.³⁴

Of the 19 academic libraries, 18 are members of the Association of Research Libraries. The advantage that those working at such institutions enjoy may or may not be based on the institution's reputation. More like something which is at once more subtle and more basic may be at work, as Felix M. Berardo observes:

While it is sometimes found that higher ranked academicians from more prestigious institutions are more successful in their publication endeavors, the explanation more likely rests, not in the operation of particularistic factors, but in the social structure of academia itself: Larger universities have more money and resources. Consequently, they attract faculty from other large universities who are trained in sophisticated research methodologies.³⁵

As a corollary to Berardo's statement, the larger universities also have greater resources and better funding for research and may have higher expectations for the people affiliated with them. Because of these phenomena, in library and information science, as in most disciplines, individuals in less advantageous situations must narrow the gap through initiative and perseverance.

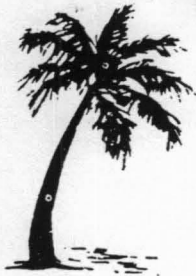
O'Connor and Van Orden end their paper on a positive note with their suggestions for reform. Their suggestions should be implemented as quickly as possible. Also, the editors of journals might gather as colleagues to discuss such matters as standards for evaluation of manuscripts. The scene appears to have brightened somewhat in the last decade. More journals are employing referees to help make publication decisions. One assist to authors is evident in Table 3—most journals offer at least some criticism of rejected manuscripts. If it is agreed that library and information science is a dynamic profession, then there should be great hope for communication in the field and for the journals that foster and present the communication.

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A SELECTIVE BIBLIOGRAPHY OF FLORIDA PRACTICE MATERIALS



by
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S.E.A.L.L. BRIEFS

Compiled by Ann Fessenden

MISSISSIPPI

Ellis Tucker, presently a Professor of Library and Information Science at the University of Mississippi, will join the staff of the Ole Miss Law School Library effective Jan. 1, 1984. He will serve as Reference and Systems Librarian. Ellis holds a B.A.E. from the University of Mississippi, M.Div. from Emory, M.S. in Library Science from L.S.U., and an Advanced Masters and Ph.D. in Library Science from Florida State.

NORTH CAROLINA

The Wake Forest University Law Library has two new staff members. Mary Joe Bracken has been hired as Media Services Librarian, and Ted Waller is the new Head of Technical Services. Mary Joe received her M.L.S. from Simmons, and Ted holds an M.S.L.S. from the University of North Carolina at Chapel Hill.

LOUISIANA

New Member, Mary S. des Bordes joined the Loyola University Law Library in New Orleans as the Catalog Librarian on October 3. She received her B.A. degree in theatre from the University of New Orleans and her M.L.S. degree from the University of Southern Mississippi.

Practice Series: VIRGINIA

A Selected Bibliography of Virginia Practice Materials

Ed Edmonds
Acting Law Librarian
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*Joint Committee on Continuing Legal Education of the Virginia State Bar and The Virginia Bar Association

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From around the Country

Barbecue a la Mersky?

Tarlton Cooks! A Collection of Recipes for Fine Dining and Entertaining from Tarlton Law Library is the title of the commemorative cookbook being compiled and edited by that law library at the University of Texas at Austin School of Law. Recipe contributions are being made by Tarlton employees past and present. Any Tarlton alumni with recipes to offer are urged to participate by sending them to: COOKBOOK, Tarlton Law Library, 727 East 26th Street, Austin, TX 78705. The cookbook will also include a bibliography of other cookbooks and recipe collections compiled and produced by legal groups throughout the world. Information about such cookbooks and recipe collections may be forwarded to the same address.

Consultation Service for Private Law Firm Libraries

The Chicago Association of Law Libraries has established a committee to investigate the feasibility of instituting a law library consultation service for private law firms in their area. The committee invites anyone interested in the concept of consultation services to meet with them in Houston in the Redbud Room of the Hyatt Regency on Tuesday, June 28 from 4 to 5 p.m. Such considerations as goals, procedures, ethics, publicity and follow-up will be discussed. For further information, contact Cynthia Lowe Rynning at Friedman and Koven, 208 South LaSalle St., Chicago, Illinois 60604, (312) 346-8500.

Standards for Federal Librarians

Although the Office of Personnel Management had announced that it would publish the revised classification and qualifications standards for federal librarians early in 1983, they are apparently still awaiting approval at OPM. The controversial standards are currently under review at the General Accounting Office, the investigative arm of Congress. On March 14, thirteen Senators and Representatives sent a letter to the Comptroller General, the head of GAO, requesting that the first portion of the pay equity study, that dealing with the librarians standards, be completed by July 1, 1983. The following Congressmen signed the letter: Representatives William D. Ford (D-MI), Patricia Schroeder (D-CO), Geraldine A. Ferraro (D-NY), Major R. Owens (D-NY), Donald Joseph Albosta (D-MI), Mary Rose Oakar (D-OH), Barney Frank (D-MA), Ted Weiss (D-NY), Barbara B. Kennelly (D-CT), and Senators Ernest F. Hollings (D-SC), Paul Tsongas (D-MA), Gary Hart (D-CO), and Edward M. Kennedy (D-MA).

A SELECTED BIBLIOGRAPHY OF WEST VIRGINIA PRACTICE MATERIALS

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A SELECTIVE BIBLIOGRAPHY OF MISSISSIPPI PRACTICE MATERIALS

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Banking Laws

Mississippi Bankers Association. *Bank Manual on Article Three, Four, and Nine Mississippi Uniform Commercial Code (Revised Edition)*. Jackson, Mississippi: Mississippi Bankers Association, 1977 (?).

Mississippi Bankers Association. *Selected Mississippi Banking Laws*. Rochester, New York: Lawyers Co-op, 1979.

Collection of Accounts

McIntosh, Jean W. *Collection of Accounts: The Law in Mississippi*. Norcross, Georgia: Harrison, 1982.

Criminal Law

Fondren, Louis. *Mississippi Criminal Trial Practice*. Norcross, Georgia: Harrison, 1981.

Domestic Relations

Bunkley, J.W., Jr. and W.E. Morse. *Amis on Divorce and Separation in Mississippi*. Atlanta: Harrison, 1957. p.p. 1980. (no further p.p. planned).

Hand, N. Sheldon, Jr. *Mississippi Divorce, Alimony, and Child Custody*. Norcross, Georgia: Harrison, 1981.

General Practice

Grant, Leslie B. *Summary of Mississippi Law*. Rochester, NY: Lawyers-Co-Operative Publishing Co., 1969, p.p. May 1982.

Education Law

Anderson, Bobby D. *The Law and the Teacher in Mississippi: A Guide for Teachers, Administrators, and Potential Teachers*. Jackson, Mississippi: University Press of Mississippi, 1975.

Evidence

Williams, Parham, and Carolyn Ellis. *Evidence: The Law in Mississippi*. Norcross, Georgia: Harrison, 19?. to be published soon.

Estate Planning

Fruge, Don L., and Karen Green. *Estate Planning for Retarded Persons and Their Families*. University, MS.: University of Mississippi, 1982.

Seminar on Estate Planning for the General Practitioner and Drafting Wills and Trust Agreements in Mississippi. University, Mississippi: Mississippi Institute for Continuing Legal Education, University of Mississippi Law Center, 1980.

General Practice

Grant, Leslie, B. *Summary of Mississippi Law*. Rochester, NY: Lawyers-Co-Operative Publishing Co., 1969, p.p. May 1982.

Insurance

Denton, William L., and William C. Walker, Jr. *Bad Faith Litigation in Mississippi*. University, MS: Masterfile Press (P.O. Box 95), 1981.

Mississippi Insurance Code. Chatsworth, California, N.I.L.S., 1978.

Mississippi Related Laws to Insurance Code. Chatsworth, California. N.I.L.S. 1978.

Mississippi Official Rules, Regulations and Attorney General Reports. Chatsworth, California, N.I.L.S. 1978.

Mental Health Laws

Pritchard, David A. *Mental Health Law in Mississippi.* Washington: University Press, 1978.

Practice and Procedure

Griffith, V.A. *Mississippi Chancery Practice: Equity.* 2d. edition. Indianapolis: Bobbs-Merrill, 1950.

Products Liability

Wittenberg, Jeffrey. *Products Liability: The Law in Mississippi.* Norcross, Georgia: Harrison, 1982.

Probate and Administration of Estates

Morse, William C. *Wills and Administration in Mississippi.* Atlanta: Harrison, 1968.

Williford, Robert. *Probate and Estate Administration with Forms: The Law in Mississippi.* Norcross, Georgia: Harrison, 1981. 1982 p.p.

Workmen's Compensation

Dunn, Vardaman S. *Workmen's Compensation: A Comprehensive Treatise on Workmen's Compensation Law of Mississippi.* 3rd edition. Jackson, MS: C & D Publications, 1982.

LAW LIBRARIANS' SOCIETY OF WASHINGTON D.C. ANNOUNCES PUBLICATION OF NEW PERIODICAL LIST

The Law Librarians' Society of Washington, D.C., is pleased to announce the publication of a new and expanded edition of the Union List of Legal Periodicals. The publication identifies the holdings of 185 significant academic, government and private law libraries in the metropolitan Washington, D.C. area including the Library of Congress.

The Union List of Legal Periodicals is an up-to-date compilation listing 1700 English and foreign language periodicals and where they can be found in the Washington area. This perfect bound volume presents journal titles in alphabetical order, with full bibliographic information, including valuable history and cross-reference notes.

The Union List of Legal Periodicals is now available and can be ordered at a cost of \$125.00 for a single copy. Additional copies can be purchased for \$115.00, a \$10.00 savings. All quoted prices include postage and handling charges.

Orders must be prepaid by check or money order payable to the Law Librarians' Society of Washington, D.C., and should be sent to: Catherine R. Romano, Baker & McKenzie, 815 Connecticut Avenue, N.W., Washington, D.C. 20006.

MISSISSIPPI LEGISLATIVE INFORMATION

BY

CHESTER S. BUNNELL
REFERENCE LIBRARIAN
UNIVERSITY OF MISSISSIPPI LAW LIBRARY

In 1798 the Congress of the United States created the Mississippi Territory, which, with subsequent additions, basically encompassed all lands from Georgia to the Mississippi River, south of Tennessee. The western portion of this territory was admitted to the Union as the 20th state on December 10, 1817. Since attaining statehood, Mississippi has had four constitutions: 1817; 1832; 1869; 1890. The Constitution of 1832 was modified when the state entered the Confederacy. The Constitution of 1890 as amended is still in effect.

Since 1970 the bicameral Mississippi legislature has met annually on the Tuesday after the first Monday of January, unless convened sooner by the Governor. The sessions are limited to a period of ninety calendar days, except that the 1972 and every fourth legislature thereafter shall be limited to a period of one hundred twenty-five days. The House of Representatives may extend by resolution, with the Senate concurring, limited sessions for a period of thirty days. There is no limit to the number of such extensions.

BILLS AND GENERAL ACTS

The Mississippi Constitution states that no law of a general nature shall be enforced until sixty days after its passage, unless provided otherwise therein. The Secretary of State has the responsibility for having the laws printed.

While neither house will mail bulk or standing orders for all legislative bills, a copy of an individual bill may be obtained from the clerk of either house. A collection of bills filed during previous sessions is maintained by the Legislative Reference Bureau. While they do not always have all forms of each bill, they usually will have the last form of the bill at least.

Slip laws are not published in Mississippi. However, when the slip bill is in the form as sent to the Governor, it functions as a 'slip law'. Because there is a delay between passage and publication of the laws, Commerce Clearing House's Advance Session Laws Reporter is useful in locating recently enacted laws. According to the title page, this provides "all laws of general business interest enacted by the State Legislature." The cost is \$112.50 per year.

The Advance Sheets of the General Acts of Legislative Session are published in May or June of each year. These are the first available official copy of the laws as passed. Arrangement is by chapter number. Each entry includes the House or Senate bill number and date of approval. No cross reference between bill number and chapter number is provided. Each issue has a brief, non-cumulative subject index. These may be obtained from the Secretary of State's office.

The bound volumes of the Laws of the State of Mississippi (General Laws) and the paperback Local and Private Laws are published in May or June of each year. Both are arranged by chapter number and each entry provides the House or Senate bill number and the date of approval. The "General Laws" includes a subject index, an index to appropriations, and the following tables: concurrent resolutions; laws repealed or amended; and a numerical list of laws. It also includes a calendar for the Mississippi Chancery, Circuit, and Supreme Courts.

The Local and Private Laws includes separate indices by counties, municipalities, and miscellaneous (e. g., institutions, organizations, and geographical regions). Neither subject indexing nor cross-referencing from bill number is provided in this volume. Both the "General Laws" and the Local and Private Laws are available from the Secretary of State. The "General Laws" cost \$15 (1979 ed); the Local and Private Laws cost \$5.50 (1980 ed).

CALENDAR

A daily Legislative Calendar is published by the Clerk of the House and the Secretary of the Senate shortly before the start of the day's session. The Calendar lists all bills eligible to be considered during that day's session. It is available on a subscription basis from the Clerk or Secretary.

DIGEST

While there is no daily digest of bills published, the legislature has computerized the current status of bills pending into a "Bill Status System". This may be accessed by the public through the Legislative Reference Bureau or through the Status System Information (601-354-7354).

The Factual Reporting Service publishes Mississippi Legislature: Legislative Report, which provides a daily summary of actions, including bills filed, introduced, or referred, of both houses. No digests of the bills are included. While this is the only complete daily service published, several special interest summaries are available. Cost is about \$100 a month during the legislative session.

LEGISLATIVE HISTORY

Few sources for legislative history exist in Mississippi. While legislative journals for each house have been published since 1817, they are not published on a daily basis. Each annual volume is published after the session, usually appearing around February of the following year. The journals contain the texts of bills and resolutions as introduced, amendments, voting records, and executive messages. Committee reports are not usually available, although sometimes special studies done for or by the committee are available. These may be obtained through the Legislative Reference Bureau. At times, Legislative intent may be determined through the legislation's preamble, if there is one.

CODE

Lawyer's Co-op and the Harrison Company publish the official codification of Mississippi Law, the Mississippi Code Annotated. The M. C. A. is currently in 21 volumes with a 4 volume index, plus 1980 pocket parts. Statutory tables in the 4 volume index permit cross references to sections of the 1930 and 1942 codes as well as the session laws adopted since 1973. The annual pocket parts are usually received around November. The current cost of the code is \$395.00, plus \$58.00 after the first year for pocket parts.

DIRECTORIES AND HANDBOOKS

Biographical information on Mississippi legislators may be obtained from the Mississippi Legislature Handbook, prepared for each session of the legislature by the Secretary of the Senate and Clerk of the House. In addition to biographical information, the Handbook provides: a listing of elected state officials; senators, and representatives by District and County; personnel of standing committees; committee assignments by Senator or Representative; and selected legislative phone numbers. The Handbook is available from either the Secretary of the Senate or Clerk of the House.

Names and addresses of elected officials, including Senators and Representatives, may be obtained from the Directory of Mississippi Elective Officials prepared by the Secretary of State at the beginning of each Governor's term of office. The Directory includes: State offices; county officials; district attorneys; county attorneys, and state legislators. The Directory is available from the Secretary of State.

Another useful directory is the Official and Statistical Register ("the blue book") published by the Secretary of State. This volume is published every four years and is the primary reference on State and Local government in Mississippi. It provides information on elected state officials, the legislature, judiciary, boards, and commissions. It also contains chapters on education, industry

and commerce, resources, recreation, social services, and law enforcement. It is available from the Secretary of State's office.

LEGISLATIVE REFERENCE BUREAU

The Legislative Reference Bureau, which is under the joint jurisdiction of the House Management Committee and the Senate Contingent Expense Committee, assists members of the legislature by providing information and reports dealing with legislative problems. The bureau also serves the governor, the various departments and agencies of the state, and to a limited degree those citizens of Mississippi who desire to avail themselves of its reference facilities.

ADDRESSES

Secretary of State's Office
Documents Division and Mail Room
New Capitol, Jackson, MS
(601) 354-6544

Legislative Reference Bureau
Room 208 New Capitol
Jackson, MS
(601) 354-6465

Lawyers Co-operative Publishing Co.
Aqueduct Building
Rochester, N.Y. 14603

Commerce Clearing House
4025 W. Peterson Ave.
Chicago, IL 60646

House of Representatives
Clerk's Office
New Capitol
Jackson, MS
(601) 354-6182

Senate
Docket Clerk
New Capitol
Jackson, MS
(601) 354-7432

Harrison Company
3110 Crossing Park - Peachtree Corners
Norcross, GA 30071

Factual Reporting Service
P.O. Box 1243
Jackson, MS 39205

NORTH CAROLINA LEG INFO

This article written by Frances H. Hall, the Law Librarian at the North Carolina Supreme Court Law Library, is the ninth in this series. It may be completed by the end of volume 5 of SELL.

NORTH CAROLINA LEGISLATIVE INFORMATION

by
Frances H. Hall

The North Carolina Constitution provides that the General Assembly shall meet in regular session on the first Wednesday after the second Monday in January on odd-numbered years. Extra sessions may be convened on legislative call or by the governor. In recent years the General Assembly has met in adjourned sessions during even-numbered years. Ratification of bills by the General Assembly is the final step in the legislative process because the Governor does not have the veto power.

I. Session Laws

At least six months after the General Assembly adjourns the Secretary of State issues session law volumes now entitled Session Laws and Resolutions. Prior to 1943 the title of these volumes varied. Local and private laws were sometimes published in separate volumes and titled accordingly. The price of the two-volume 1977 session laws is \$36. The session law volumes contain a roster of the legislature; a list of standing committees; the names of legislative officers, legislative service staff, and state executive officers; and the text of the state constitution. Acts are assigned a chapter number in the order of enactment. There is a subject index which includes a numerical index to Senate and House bills giving the chapter number of ratified bills. Local legislation is indexed under the name of the county or municipality affected. The index also includes a table, "Laws Amended or Repealed," which lists by chapter number earlier session laws affected. Resolutions appear in a separate section and are indexed separately. Since the second 1975 session (1976), executive orders have been included. Earlier executive orders are contained (although sometimes in summary form only) in the Governors' Addresses and Papers series published by the North Carolina Division of Archives and History. Acts become effective thirty days after adjournment unless the effective date is otherwise specified. There is no cumulative index to the session law volumes. However, the Institute of Government at the University of North Carolina has published the two-volume Public-Local and Private Law Index covering legislation from 1900-1967. These are now sold by the Secretary of State; the price is \$10.

II. State Code

The general public statutes are codified in the North Carolina General Statutes (Michie Company), 4 volumes in 17. Statutes which affect less than 10 counties are not included in the codification.

The 1979 General Assembly created the Commission on Code Recodification to coordinate the recodification of North Carolina laws. The Commission is directed

(Oct. 1979)

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to present a legislative edition of the codification to the 1981 General Assembly for approval.

III. Journals

The North Carolina Senate and House journals have been published since 1777. These do not contain the legislative debates. They do, however, contain the Governor's address to the General Assembly which contains recommendations for legislation. The journals are published by the Secretary of State at least six months after the end of the session. The 4 volumes for the 1977 sessions are priced at \$144.

IV. Bills

During legislative sessions the Institute of Government offers a subscription service for copies of bills, including ratified bills with chapter numbers assigned. The cost of the service for the 1979 session is \$200, for public bills, and \$75, for local bills. There is a reduced rate for educational institutions. Individual bills are available at the Bill Room in the Legislative Building at no charge. Commerce Clearing House, Inc. also publishes a legislative reporting service. (For subscription information, contact publisher.)

Since 1975 the Michie Company has provided the Advance Legislative Service as part of the subscription to the North Carolina General Statutes. This service, which begins publication during the session, contains the text of general and permanent acts, with a subject index and "Table of General Statutes Sections Added, Amended, or Repealed."

After the General Assembly adjourns, legislative papers including original bills, resolutions, bill jackets (on which appear the legislative history), petitions, committee reports, certificates of election, calendars, etc., are deposited at the North Carolina Division of Archives and History. The Institute of Government maintains a file of bills beginning with the 1949 session. Proposed amendments are filed with the bill to be amended. The Legislative Library bill collection begins with the 1971 session. The North Carolina Collection at the University of North Carolina Library has a collection of bills beginning with the 1937 session, with scattered holdings dating back to 1858.

V. Tracing Legislation

Ample material is available to trace a bill from its introduction to its final disposition. The Institute of Government began publishing a legislative service in 1935. The current Legislative Bulletin Services consists of the "Daily Bulletin, a Digest of Action by the North Carolina General Assembly," "Calendar Action," "Weekly Summary," and "Index of Legislation." The "Index" includes a status report for public bills arranged by General Statutes chapter number; an index to local bills showing counties affected; "Ratified Bills and Resolutions;" and, "Final Disposition of Bills and Resolutions." The price of this service for the 1979 session is \$595. Several months after adjournment, the Institute of Government publishes the Summary of Legislation of Interest to Public Officials.

The Institute of Government, the Legislative Services Office, and the State Management System administer a computerized bill status and history system during legislative sessions. The Legislative Library conducts computer searches for the public at no charge. Information provided includes a short description of each bill, the name of the introducer and sponsors, bill history status, list of bills introduced by individual legislators, and bills affecting specific counties. A subject approach is provided by a word term index.

VI. Determining Legislative Intent

Limited material is available to assist in determining legislative intent. Committee hearings and reports are not usually published. Committee reports generally contain only a recommendation as to a bill's passage or rejection without an explanation of the rationale behind the recommendations. Occasionally committee proceedings are recorded on tape. These recordings are deposited in the Legislative Library but have not been transcribed. Since 1975 a copy of the Minutes Books of the Senate committees has been deposited in the Legislative Library. House Minutes Books are also available there beginning with those for the 1977 session. The collection is not complete for the first years. The Minutes Books contain summaries of committee proceedings, rather than verbatim reports, and vary in the amount of detail provided. They are frequently useful, however, in determining the purpose of legislation.

In 1965 the General Assembly created the Legislative Research Commission composed of members from both houses. The Commission is directed to make studies of governmental agencies and institutions and matters of public policy as the General Assembly designates. The Commission publishes reports containing the results of studies containing recommendations and the text of bills to effectuate the recommendations. Reports of the Commission and other special committees or commissions created by the Governor or General Assembly to study the need for legislation are also useful in determining legislative intent. The reports of the following permanent commissions may also be useful for that purpose.

North Carolina. Criminal Code Commission. Report. 1970- .
(frequency varies). Recommends revisions in the criminal law.

North Carolina. General Statutes Commission. Report. 1947- .
(biennial). Recommends substantive changes to the North Carolina General Statutes.

North Carolina. Judicial Council. Report. 1951- . (biennial).
Recommends revisions in the law concerning courts and the administration of justice.

The North Carolina Supreme Court has stated that the intent of the Legislature "must be found from the language of the act, its legislative history, and the circumstances surrounding its adoption which throw light upon the evil sought to be remedied. Testimony, even by members of the Legislature which adopted the statute, as to its purpose and the construction intended to be given by the Legislature to its terms, is not competent evidence upon which the court can make its determination as to the meaning of the statutory provision." 270 N.C. 323, at 332 (1967).

VII. Other Publications

North Carolina. General Assembly. Public Documents. 1829-1920.
58 v. Contains annual report of executive offices and special reports of the Governor and the General Assembly.

North Carolina. General Assembly. House of Representatives.
Rules-Directory. 19 - . (biennial). (Available from the Principal Clerk of the House.)

North Carolina. General Assembly. Senate. Rules-Directory.
19 - . (biennial). (Available from the Principal
Clerk of the Senate.)

North Carolina. Secretary of State. North Carolina Manual.
1874- . (biennial). Contains biographical information.

VIII. Addresses

Bill Room
Legislative Building
Jones Street
Raleigh, North Carolina 27611
(919) 733-5648

Commerce Clearing House, Inc.
4025 West Peterson Avenue
Chicago, Illinois 60646

Institute of Government
University of North Carolina
Chapel Hill, North Carolina 27514
(919) 966-5381

Legislative Library
Legislative Building
Jones Street
Raleigh, North Carolina 27611
(919) 733-7778

Principal Clerk
House of Representatives
Legislative Building
Jones Street
Raleigh, North Carolina 27611
(919) 733-7760

Principal Clerk
Senate
Legislative Building
Jones Street
Raleigh, North Carolina 27611
(919) 733-7760

Secretary of State
Publications Department
116 West Jones Street
Raleigh, North Carolina 27611
(919) 733-7355



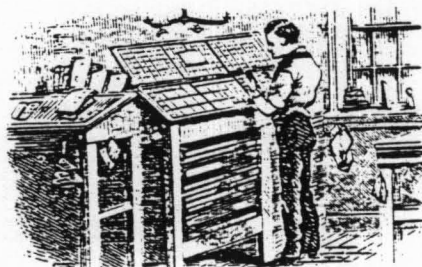
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Kentucky 2 SELL 13
Federal 2 SELL 21
Louisiana 2 SELL 25
Virginia 2 SELL 33

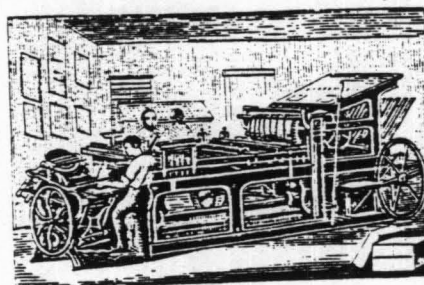
Florida 3 SELL 3
Alabama 3 SELL 57
Georgia 4 SELL 11
Tennessee 4 SELL 27

TO COME:

Mississippi, South Carolina, and West Virginia.



Printer. (Compositor)



Printer. (Press)

TENNESSEE LEG INFO

This article, written by Cheryn Picquet, Assistant Law Librarian at the University of Tennessee, is the eighth in the SOUTH EASTERN LAW LIBRARIAN's continuing series on state legislative information sources.

TENNESSEE LEGISLATIVE INFORMATION By

Cheryn Picquet

The General Assembly of Tennessee meets in organizational session on the second Tuesday in January following the election of the members of the House of Representatives and remains in session for organizational purposes not longer than fifteen consecutive calendar days, during which no legislation is to be passed on third and final consideration. Thereafter, it meets on the first Tuesday next following the conclusion of the organizational session, unless the Assembly by joint resolution of both houses sets an earlier date. Also, by joint resolution, the Assembly may recess or adjourn until such time or times as it determines. At other times, it is convened by the Governor or by the presiding officers of both Houses at the written request of two-thirds of the members of each House. (This new schedule was produced in an amendment to the Constitution of Tennessee, Article 2, Section 8, of March 1978.)

The Office of Legislative Services (State Capitol, Nashville, Tenn. 37219) is authorized to publish and distribute the following four legislative information services on subscription.

1. THE DAILY SERVICE: an abbreviated account of all action taken by both Houses each day. It is printed and mailed each evening following legislative activity. The Current price is \$175.00 **
2. All general bills, printed resolutions and amendments are available. They are printed and mailed each evening following legislative activity. The current subscription price is \$ 275.00 **. Specified copies of printed items, including general bills, amendments adopted and resolutions of general interest, are available at ten cents ** per page per copy; and non-printed items, including local bills, resolutions not printed, public and private chapters, are available at a cost of twenty five cents per page per copy **. Minimum charge on all mail orders is \$ 1.00 **. maximum charge for a single copy of a printed item is \$10.00 **. and maximum charge for a specially reproduced item is \$ 15.00 **.
3. The TENNESSEE LEGISLATIVE RECORD is available on subscription for \$ 150.00 ** or at \$5.00 ** plus mailing costs for any single issue. Although the RECORD is printed following adjournment each week, the first

4 SELL 27 (1979)

(Feb, 1979)

issue is usually not printed until after adjournment of the organizational session and after appointment of standing committees by the Speakers: and the final issue of the session is printed upon completion of all legislative action following recess or adjournment, including action by the Governor and assignment of chapter numbers by the Secretary of State.

4. An UNOFFICIAL INDEX TO LEGISLATION INTRODUCED is published for each legislative session. It contains statistical information, indexing of public and private chapters to bills, bills to public and private chapters, sections of the Tennessee Code Annotated Amended or Repealed, veto messages, and indexing of General and Local Legislation and Resolutions. The price varies.

The Secretary of State (State Capitol, Nashville, Tenn, 37219) is responsible for the publication of the session laws, which are entitled the Public Acts and Private Acts. Pending publication of the bound volumes each session, unbound pamphlet editions are printed at intervals during and shortly after each legislative session. These are available on subscription.

The official codification of Tennessee law is the TENNESSEE CODE ANNOTATED, which is published by the Bobbs-Merrill Company. (4300 West 62nd Street, Indianapolis, Indiana 46268) The T.C.A. currently consists of 16 volumes in 27, plus the 1978 pocket parts. The annual pocket parts are usually received by subscribers in the Autumn.

The House and Senate Journals , which contain daily records of proceedings are published by each legislative House respectively and are issued in bound format following the legislature's adjournment. For additional information, contact :

Clerk's Office
House of Representatives or
General Assembly
State Capitol
Nashville, Tenn. 37219

Clerk's Office
The Senate
General Assembly
State Capitol
Nashville, Tenn. 37219.

This listing of titles and services should provide necessary Tennessee legislative source information to researchers. For those seeking additional legislative or publication information, the publisher's notes will prove useful as contact points.

** Please note that all prices quoted here are current as of December 1, 1978.



GEORGIA LEG INFO

This article, written by Leah F. Chanin, Directory of the Law Library and Professor of Law at Mercer University, is the seventh in the SOUTH EASTERN LAW LIBRARIAN's continuing series on state legislative information sources.

GEORGIA LEGISLATIVE INFORMATION

by

Leah F. Chanin

The General Assembly of Georgia, which consists of two bodies -- the Senate and the House, has met annually since 1945, with frequently called extra sessions. The legislature convenes on the second Monday in January and remains in session for not more than forty days, which need not be consecutive.

The Acts of the General Assembly are published within a few weeks after the completion of the session and are available in slip paper form from the Secretary of State, Ben Fortson, and from the Harrison Company as the "Advance Codification Service." Both are issued over a six to eight week period.

Upon completion of issuance the current laws and resolutions issued by the Secretary of State contain two indexes, one for general laws and one for special and local laws. The pagination is the same as contained in the bound volumes of the session laws. The two bound volumes of session laws are issued by the Secretary of State about eight to nine months after the close of the session and contain parallel tables from act number to session law citation. They are for sale by him.

The Harrison Company's "Advance Codification Service" is issued by Georgia Code annotation citation, with accompanying session law citation. Many new acts are also printed in CCH's Advance Session Law Service as well as various loose leaf services such as PH's State and Local Taxes, Consumer and Commercial Credit and Corporations.

While there is no cumulative index for Georgia Laws (The official session laws), the Georgia Code Annotated Index contains citations to uncodified session laws. Acts of local application are usually indexed under the name of the municipality, county or subject.

Georgia has very few aids for interpreting the intent of the Legislature. The only tool currently available is the Journals of the General Assembly. These House and Senate Journals, published since 1799, contain only the voting record of House and Senate members, resolutions regulating internal operating procedures, committee assignment, reports of special or interim committees, addresses of the Governor to the Legislature, summaries of bills, passage recommendations of appropriate committees on each bill and an index for that session. Current House and Senate Journals and volumes for the last few years may be purchased from the State Law Library.

Other Agencies dealing with the Legislature are the:

- A) CODE REVISION COMMISSION. This Commission was created in 1977 to compile information concerning publication of a new and "official" code for Georgia, the first since 1933.
- B) LEGISLATIVE COUNSEL. This office provides legal and drafting services to the Legislature and publishes a "Summary of General Statutes Enacted" at the conclusion of each session. It may be ordered from the Counsel's Office.
- C) During each session, the Clerk of the House and the Secretary of the Senate distribute, at their respective offices:
- 1) First reader -- a digest of bills introduced and referred to committee.
 - 2) Status report of bills pending.
 - 3) A pamphlet listing officers, members, addresses, and committees. This is available without cost from either the Clerk or the Secretary.
- D) The Secretary of State issues a pamphlet, containing pictures, that lists all Assembly members, commissions, committees and rules of each body.
- E) Georgia Official and Statistical Register. This volume is issued biannually by the Department of Archives. It contains extensive information about Georgia government, a calendar of the General Assembly, membership biographies and pictures.
- F) Georgia has a toll free telephone number, 800 - 282 - 5800, which any one may call and obtain information about a bill or a copy of a newly enrolled statute.

ADDRESSES

Secretary of State of Georgia
State Capitol
Atlanta, GA 30334.

Department of Archives
330 Capitol Avenue, S.E.
Atlanta, GA 30334

State (Law) Library
Judicial Bldg.
Atlanta, GA 30334.

The Harrison Company
3110 Crossing Park
Norcross, GA 30071



MELNICK, Robert. 363.6
Manhole covers of Los Angeles / by Robert and
Mimi Melnick. Los Angeles : Dawson's Book
Shop, 1974. 81 p. : ill. ; 25 cm. (Los Angeles
miscellany ; 4) Includes bibliographical
references. [TD696.M44] 75-305465 ISBN 0-
87093-168-7 : 12.50
I. Manhole covers. I. Melnick, Mimi, joint
author. II. Title.

ALABAMA LEG. INFO

This article written by Marguerite B. Coe, Librarian of BRADLEY, ARANT, ROSE & WHITE, Esqs of Birmingham Alabama is the fourth in the SOUTH EASTERN LAW LIBRARIAN's continuing series on state legislative information sources.

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ALABAMA LEGISLATIVE INFORMATION

by

Marguerite B. Coe

In 1976, the Alabama Legislature began meeting annually commencing on the first Tuesday in February for the first three years of the term of office of the legislators, and on the second Tuesday in January of the fourth year of such term. Special sessions may be called by the governor.

Acts, as they are passed are available on a subscription basis from Skinner Printing Company of Montgomery for \$40.00 a year. These acts are printed in pamphlet form, are issued in order according to act number, and are mailed to subscribers in the order of their passage. Unfortunately, no alphabetical index is furnished for these slip acts. Bound volumes of acts are not shipped until six to eight months after the close of the session(s).

The index to the acts is usually located in the last volume of the bound set. In 1975, the index was compiled by the Alabama Legislative Reference Service. This index was prepared with the assistance of electronic data processing and is slightly different from past indexes, in that a short descriptive summary of each act is filed under various key words. Generally acts of local application are indexed under the names of the counties or municipalities to which they apply according to the 1970 census, as well as under the population classification itself. However, population classifications do not appear in numerical order.

In addition to acts in numerical order, the set contains a roster of the officers of the state, state schools, colleges and universities, presiding judges of the state courts, a roster of members the Alabama Senate and House, a table showing legal contract interest by states, annuity and mortality tables, and county and city population tables.

The Legislative Reference Service furnishes a toll free number for information over the phone regarding the status of bills before the Legislature, and within two months after the close of each session publishes a resume containing index digests of all Legislation passed. The clerks of the House and Senate will also furnish bill status information upon request. Copies of acts are sold by the Secretary of State's office for a nominal fee - usually the cost of photocopying if extra copies of the act requested are not available. In addition, The Quarterly Report of the Attorney General of Alabama is available From Skinner Printing Company.

The Alabama House and Senate Journals, which are published by the State of Alabama at the end of each legislative session, trace each bill as it is introduced, as it is read three times and sent from the House to the Senate, or vice versa and passed or rejected. The Senate Journal index is prepared by the Secretary of the Senate and contains the following information.

1. List of registered lobbyists, with group affiliation.
2. Legislative roster, listing names and addresses of all current members of the legislative by district.
3. A list of legislative days, with calendar dates and pages on which each day begins.
4. A topic index listing all bills and resolutions alphabetically by subject matter.
5. A miscellaneous index including all items not categorized as bills or resolutions.
6. A sponsor index, listing all senate bills and resolutions alphabetically by author.
7. Senate bill numerical index, with short titles.
8. A house bill numerical index.

The Journals are set up in the daily order of each session.

The House Journal index is prepared by Clerk of the House and is arranged basically the same as the Senate Journal. These journals do not contain any committee reports or hearings, and copies of committee reports and hearings are not available from the State because they are not retained by the office of the House or Senate. On occasion, they may be obtained from the sponsor of the act in question (if he or she has kept them). The indexes in the journals are printed on blue paper and are found in the last volume of the set. The index for the House Journal was published as a separate volume in 1971. The House and Senate Journals are usually available from the Secretary of State's office a few months after adjournment.

Sources:

Office of the
Secretary of State
State of Alabama
Montgomery, AL 36130

Legislative Reference Service
State Capitol
Montgomery, AL 36130
1-800-392-8024

Skinner Printing &
Office Supply Co.
P. O. Box 1787
Montgomery, AL 36103



FLORIDA LEGISLATIVE INFO

This article written by Ann S. Cornwall, the Reference Librarian at Florida State University Law Library is the fourth in our continuing series of state legislative information articles. Hopefully this concept will catch on. See 2 AALL Newsletter 17 (September 1977) issue.

Florida Legislative Information
by
Ann S. Cornwall
Florida State University Law Library.

To begin research in Florida state legislative materials, the relevant statute must be identified. At the end of each section of a chapter in the Florida Statutes, a history note is given which cites the specific section of the Laws of Florida (the session laws) that enacted the legislation. The Laws are distinguished from the Statutes in that they appear annually in numerical order as they were passed by the legislative session (hereafter referred to as the session), whereas the Florida Statutes, contrary to most states, is issued in the odd years with a supplement in the even years. "§5, ch. 76-220" is an example of a history note appearing in the Florida Statutes and is interpreted: section 5 of the 220th bill to pass in the 1976 session. In the summer months following the annual session, these session laws (the contents of the Laws of Florida) are codified and integrated into the Florida Statutes, some adding new law and others amending or repealing current law.

The session law provides a copy of the bill as it passed becoming law, and gives the number of the bill the law evolved from, e.g., HB 2911 (House Bill #2911). With this bill number, a researcher can now refer to one of two sources: the Daily Journal for the House or the Senate or the History of Legislation of the Florida Legislature commonly called the "Bill History Book" copies of which are housed in the Secretary of State's office, State Library, Legislative Library, Attorney General's library, law school libraries, and various libraries

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throughout the state. The Daily Journal is printed for every day of the session to report legislative action taken on the floor of each house. The journals for each house provide tables that indicate every instance a particular bill was considered on the floor of that house during the session. The "Bill History Book" which has appeared for each session since 1965, is published by the Joint Legislative Management Committee in the Capitol Building (Room 823) and contains the history of every piece of legislation filed. This "Bill History Book" appears daily, via computer, during the session and provides a short bill summary, who introduced it and from which committee, and its daily movements through the law making process with page references to the journals. After the session, the "Bill History Book", a daily computer index is compiled into a one-volume printed index.

At this point, the direction taken in researching becomes less precise. From the Journal or "Bill History Book", the names of committees which initiated and worked on the legislation can be found. A telephone call to the legislative committee, if it still exists, will provide information concerning available committee reports, staff summaries, tapes of meetings and any other pertinent information.

There is no set procedure but the committees generally turn over their files to the Legislative Library (Room 701 of the Capitol) at the end of each biennium. The Legislative Library indexes these committee materials and after about three years everything is turned over to the State Archives.

The following is a list of the basic titles to be used in doing Florida legislative research, followed by a list of the main offices that provide legislative materials.

Florida Statutes and Supplement.

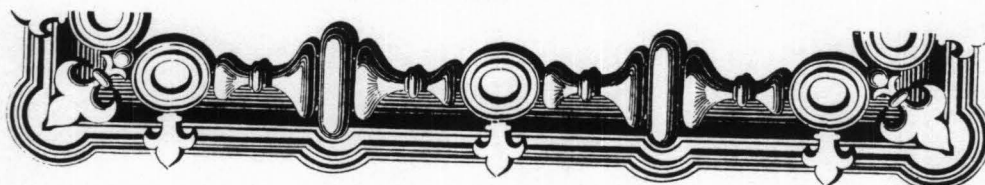
Laws of Florida.

Journals of the House of Representatives

Journal of the Senate

History of Legislation of the Florida Legislature (Bill History Book)

Florida State University Law Library.	238 Law Building, FSU.	904- 644-1004
Joint Legislative Management Committee.	Room 826, The Capitol.	904- 488-4371
Legislative Library.	Room 701, The Capitol.	904- 488-2812
Secretary of State, Bureau of Laws.	18th Floor, the Capitol.	904- 488-2766
State Library of Florida.	R.A. Gray Building.	904- 487-2651
Supreme Court Library.	Supreme Court Building.	904- 488-8919
State of Florida Information.	--	904- 488-1234
	(All in Tallahassee)	



VIRGINIA LEGISLATIVE INFO

This article written by Barbara G. Murphy, Associate Law Librarian, at the University of Virginia Law Library is the third in the SOUTH EASTERN LAW LIBRARIAN's continuing series on state legislative information.

VIRGINIA LEGISLATIVE INFORMATION

by
Barbara G. Murphy.

The Constitution of Virginia specifies that the General Assembly will meet once each year on the second wednesday in January; regular sessions convened in even-numbered years can not continue longer than sixty days. No regular session convened in odd-numbered years may continue longer than thirty days. However, any regular session may be extended thirty days by a two-thirds vote of the members of the General Assembly. Special sessions may be convened by the Governor with no time restrictions.

The Director of the Department of Purchases and Supply supervises public printing in Virginia. Each bill, the legislative calendar of each house, and all joint resolutions may be sold for a reasonable fee, plus postage. The Director is authorized to charge and collect in advance for them. The cost in 1972 was \$40.00 for the bills, resolutions, and calendars of each session of the General Assembly. The 1976 amendment does not specify the amount of the reasonable fee.

Within forty five days of adjournment, each member of the General Assembly receives a copy of each Act of Assembly, signed by the Governor with the number assigned to it by the respective houses of the General Assembly. Five thousand copies of the Acts and joint resolutions are printed as soon as gubernatorial approval is received.

The journals of the Senate and House of Delegates contain summaries of the daily activities of the Senate and the House. Included are the texts of bills introduced each day, the resolutions considered, committee recommendations, communications from the Governor and the recorded votes by name. Also included are bills signed by the President of the Senate, list of state officials by office and members with addresses and districts represented, approved Senate and House bills showing chapters and page numbers, membership of the state commissions, Supreme Court Justices, and Circuit Court and District Court judges. These journals are printed and bound within ninety days after the close of each session of the General Assembly.

ORDER FROM

1975 Acts of the General Assembly	\$15.00*
1974 House and Senate Documents	\$21.00*
1974 Senate Journal	\$21.00*
1974 House of Delegates Journal	\$21.00*

Dept. of Purchases and Supply.
Post Office Box 1199
217 Governor Street
Richmond, VA 23209.

* These prices were in effect as of 1 July 1976, and are subject to change. Prices do not include the four percent sales tax.

2 Southeastern Law Librarian (June 1976)

Since 1964, the State Librarian is responsible for issuing annually a catalog of publications printed by the state agencies. The publication is indexed by subject, author and issuing agency. It indicates pricing information, availability and source. Copies sent out of state may be on an exchange basis or for a fee plus printing and mailing costs. The 1976 Virginia State Publications in Print is available for \$2.00, free to Virginia residents from:

Virginia State Library
11th and Capitol Streets
Richmond, VA 23219.

Also from the same source is the Check-List of Virginia State Publications at a cost of \$2.00 each for the years 1946-1975. The 1975 list contains a cumulative index for 1971-1975.

Copies of the Virginia Reports are printed and bound for sale to the general public. Advance sheets of Virginia Reports may also be sold, the price to cover the cost of printing and mailing. Volume 214 of the Virginia Reports is available from the Dept. of Purchases and Supply for \$13.00 plus tax.

The 1974-75 Annual Report of the Judicial Council is available free of charge from:

Office of the Executive Secretary
Supreme Court of Virginia
1101 East Broad Street
Richmond, VA 23219.

The 1974-75 Annual Report of the Secretary of the Commonwealth is available for \$7.90 hard cover (\$7.00 soft cover) from:

Secretary of the Commonwealth.
Post Office Box 1-B
Richmond, VA 23201.

The Code of Virginia may be purchased from the Michie Company, Charlottesville, Va, 22901. Its initial cost is \$525.00. The annual up-keep cost varies from year to year. So it is difficult to set down the annual up keep cost.

The University of Virginia Law Library is authorized by statute to receive, upon written request, fifty copies of designated state publications to exchange for like publications with law libraries and other institutions. If you are interested in establishing an exchange for the

Virginia Reports.
The Virginia Code
Acts of the General Assembly.
Documents, Journals, Manual of the General Assembly.
Attorney General's opinions.
Reports of the Judicial Council
Reports of the Secretary of the Commonwealth, or
Annual report of the Virginia State Bar.

please contact the Law Librarian, University of Virginia, Charlottesville, VA. 22901.



Kentucky Legislative Info

This article written by Martha Rush of University of Louisville Law Library is the first in what the editors hope will be a continuing feature of the SOUTHEASTERN LAW LIBRARIAN on state legislative information.

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KENTUCKY LEGISLATIVE INFORMATION -- HOW TO OBTAIN IT

by

Martha W. Rush

Associate Law Librarian, U.L.

In Kentucky, the General Assembly meets biennially in the even years for sixty consecutive days excluding legal holidays and Sundays. Both legislative houses convene on the first Tuesday after the first Monday in January, and adjourn late in March. Should the necessity arise during the interim for a special session, it must be called by the Governor and will have no specific time restrictions.

The printing of the major portion of legislative documents is performed by the Kentucky Legislative Research Commission (LRC), the permanent service and research staff of the General Assembly.* In order to alleviate the overload of printing and distributing the bills introduced during the first few days of a regular session, a law was enacted in 1970 allowing members-elect and senators having completed one-half of their term to pre-file bills from November 15 until the next succeeding regular legislative session. Such pre-filed bills are not released to the public until they have been introduced on the floor, unless the person filing the measure authorizes its release in writing. All bills introduced during either a regular or special session may be purchased during and following the session from the General Assembly Bill Room for 1¢ per page with a minimum of \$1.00 for mailings, or as a set for \$150.00.**

On each legislative day during a regular or special session a cumulative status table and summary of all bills introduced is published under the title: Legislative Record. This publication can be purchased during the regular session from the Commission for the price of \$1.00 per copy, if picked up in person, or \$2.00 per copy, if mailed. The price for copies printed during the special session is set by the Commission at the time of the special session. During the interim, the Commission publishes a free monthly periodical called the Interim Legislative Record. This newspaper summarizes the interim legislative activities and contains the minutes of interim legislative committee meetings.

There are no slip laws published during or following a legislative session. Thus making it necessary to await the publication of the bound volumes entitled Kentucky Acts. By statute, the Commission has ninety days in which to publish the Acts (Session Laws). The Acts cost \$20.00 per volume and are available from the L.R.C.

* All requests for information or publications, unless otherwise noted should be sent to the Kentucky Legislative Research Commission, Public Information. All addresses are included at the end of this article.

** All prices were in effect as of the 1976 regular session of the Kentucky General Assembly and are subject to change.

Since 1970 the Kentucky LRC has contracted with the Bobbs-Merrill Company, Inc. for publication of the official edition of the Kentucky Revised Statutes. The official edition is a twenty-volume hard cover set supplemented by pocket parts. The cost of the set is \$387.50 with the price of the supplements and any revised volume varying. An unofficial edition called Baldwin's Kentucky Revised Statutes Annotated is published by the Banks-Baldwin Law Publishing Company in a seven-volume loose-leaf set for the price of \$275.00, with its supplements also varying in price.

The other major sources of Kentucky legislative information are the House of Representatives Journal and the Senate Journal. These are also published by the Commission and are not available for public purchase. These journals are sent to the major universities and colleges in the Commonwealth, as well as to the Offices of the Circuit Court clerks in each of the 120 counties, where they may be used by the general public.

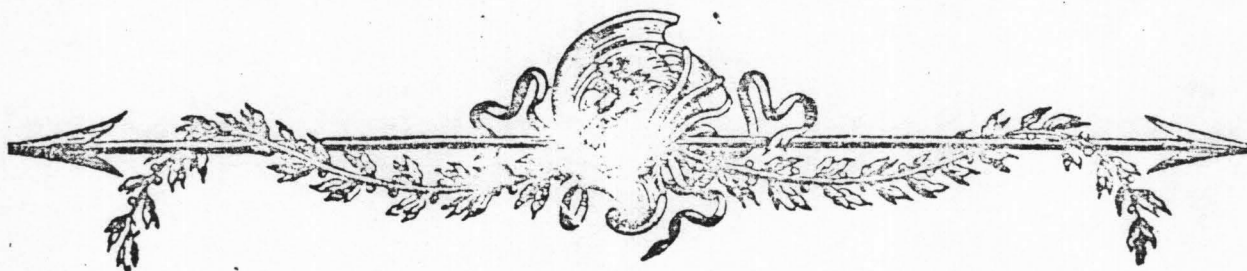
This information should, at least, give those interested in tracking down the major sources of Kentucky legislative information a place to start from. The Kentucky Legislative Research Commission is most helpful in aiding the public in its search for information concerning Kentucky state legislation. It is certainly an excellent place to write to, for any specific information on a subject of Kentucky legislation not included in the materials mentioned above.

Legislative Research Commission
Public Information
State Capitol
Frankfort, Kentucky, 40601

Legislative Research Commission
General Assembly Bill Room
State Capitol
Frankfort, Kentucky, 40601

Bobbs-Merrill Company, Inc.
4300 West 62nd Street
Indianapolis, Indiana, 46268

Banks-Baldwin Law Company
University Center
Cleveland, Ohio, 44106



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Law Library, Washington and Lee University, Lexington, Virginia, 24450.

LOUISIANA LEGISLATIVE INFO

This article written by Anne L. Slaughter of the law firm of McCollister, Belcher, McCleary, Fazio, Mixon, Holliday & Jones, Baton Rouge, La. is the second in the SOUTHEASTERN LAW LIBRARIAN's continuing series on state legislative information.

##

Louisiana Legislative Materials

By

Anne L. Slaughter.

The Louisiana Legislature meets annually for not more than sixty days, convening on the third Monday in April. Extraordinary Sessions lasting not more than thirty days may be called at other times by the Governor or by the presiding officers of both houses upon written petition of a majority of the elected members of each house.

The printing of the legislative documents is handled by the Clerk of the House and the Secretary of the Senate, who also publish their respective Rules and Rosters. The Official Journal of the House and Senate is published daily during each Session and contains their respective proceedings. The Journal may be subscribed to at the cost of postage. The cost for the last Regular Session was \$60.00. From the Clerk you may also obtain individual bills IF YOU KNOW THE NUMBER.

A bound copy of the final Journal, the Legislative Calendar, an index to all bills as they appear in the Journal are available at the end of each Session from the Secretary of State. The Journal and Calendar cost about \$3.00. The Secretary of State also publishes the bound edition of the Louisiana Acts for about \$30.00 per Session, depending upon the number of volumes issued. Unless specifically stated, all laws take effect on the sixtieth day after final adjournment of the Session in which they were enacted.

The Secretary of State also publishes a semi-annual listing of all public documents. It is entitled PUBLIC DOCUMENTS. Its cost is only postage.

The Louisiana Legislative Council was established in 1952 to furnish legal research and clerical assistance to the Legislature. During the Session, it offers a daily digest of bills, at a cost of ten cents per page, plus twenty five cents handling charge. Individual bills may be ordered at the same price. The Council also publishes a Resume containing indexed digests of all legislation which passes within two months after the close of the Session. In 1976, the cost of this service was \$10.00.

Every four years, the Louisiana Legislative Council publishes a Manual for Louisiana Legislators. The latest issue dated 1976 costs \$5.00. Their Government Research Division offers a "Pulse Line," a toll-free number within the state (1-800 -272 -9852) to provide legislative information during the Session. The Louisiana Information Processing Authority will prepare by computer a daily bill status report for particular bills at a cost ranging from \$100. to \$500.

2 Southeastern Law Librarian (Jan. 1977)

The State-Times, as the official Journal of the State, publishes daily summaries of bills and at the end of the Session publishes the Acts of the Legislature. A paper-bound copy of these Acts may be purchased from the Secretary of State for \$2.00.

The Secretary of State has contracted with the West Publishing Comany for publication of the official edition of the Louisiana Statutes Annotated. This edition contains 83 volumes and includes the Civil Code, the Code of Civil Procedure and Code of Criminal Procedure. The sets sells for \$1120.50. After the first year, pocket parts cost extra. In 1975, the charge was \$110.00.

Other general reference material that might be of interest:

Citizens Guide to 1976 Legislature, Public Affairs Research Council; \$.50.

The History and Government of Louisiana, Louisiana Legislative Council, 1975 Revised Edition, Claitor's Publishing, Baton Rouge, \$6.00.

Louisiana Almanac 1975-76, Pelican Publishing Company, Gretna, \$6.00.

Louisiana Roster of Officials, Secretary of State, \$1.50.

Addresses:

Clerk of the House
P. O. Box 44281
Baton Rouge, LA 70804

State-Times
525 Lafayette Street
Baton Rouge, LA 70825

Louisiana Legislative Council
P. O. Box 44012
Baton Rouge, LA 70804

Louisiana Information Processing
615 Main Street
Baton Rouge, LA 70802 Auth

Secretary of State
7051 Floridia Boulevard
Baton Rouge, LA 70804

Public Affairs Research Council
300 Louisiana Avenue
Baton Rouge, LA 70801



DUES

Lamar Woodard, Treasurer of the South Eastern Chapter, reminds one and all that Chapter Dues are due no later than March First. We need the money. For billing purposes, he has to know if the membership is an Institutional or individual one. Lamar's address is:

J. Lamar Woodard
Stetson University
College of Law
1401 61st Street, South
St. Petersburg, Fla. 33707

WEST VIRGINIA LEGISLATIVE INFORMATION

by

Reynold Kosek,
Reference Librarian
and Assistant Professor
of Law, Mercer University.
The author is a graduate of
West Virginia University.

Separated from Virginia during the turbulent American Civil War, West Virginia was admitted to the Union as the thirty-fifth state on June 20, 1863. Since attaining statehood, West Virginia voters have ratified just two constitutions: the original Constitution of 1863 and the Constitution of 1872. This latter constitution as amended is still in effect.

The West Virginia legislature is composed of two chambers: the Senate and the House of Delegates. Since 1955, the legislature has been required to hold annual regular sessions. Each regular session may not exceed sixty calendar days unless extended by a concurrent resolution approved by two-thirds vote of the members elected to each house. If the budget bill has not been finally acted upon by the legislature three days before the expiration of the regular session, the governor must issue a proclamation extending the session for such time as is necessary to pass this bill. During this extension the legislature may consider no matter other than the budget bill or a provision of its cost. The governor may convene the legislature by proclamation for extraordinary sessions whenever, in his or her opinion, the public safety or welfare requires it. An extraordinary session must be called by the governor on written application of three-fifths of the members elected to each house.

BILLS

Bills are not available on a subscription basis but may be obtained free of charge upon request from the Clerk of the House of Delegates or Senate. Files of bills from previous sessions are kept by the Department of Archives and History. Requests should be made by session and bill number. Information regarding the status of bills is available by telephoning (304) 348-8905.

LEGISLATIVE HISTORY

Few materials are available to enable a researcher to determine legislative intent. The Office of Legislative Services, Legal Division should be contacted to determine whether committee hearings, reports, or debates exist for a particular bill. Since 1975, hearings have been recorded on tape.

JOURNALS

Each house publishes a daily journal of proceedings. The journals contain the texts of bills and resolutions as introduced, committee substitutes for the original bills (indicated by a dagger in front of the bill number in the abstracts), voting records, and executive messages including veto messages. The following tables concerning bills and resolutions appear in the final issue of the session: bills and resolutions introduced at that session, passed by only one house, died in conference, passed by both houses, vetoed by the governor.

Current journals are available from the Clerks of the House and Senate free of charge as long as the supply lasts. Each clerk maintains a complete set of journals of his or her chamber, pages of which may be photocopied at a nominal cost.

SLIP LAWS

Slip laws may be requested from the Clerk of either house or the Office of Legislative Services. They are available free of charge. No subscription service is available.

SESSION LAWS

As bills become law, they are given chapter numbers. Shortly after the legislature has completed its work for the year, the session laws are published in a paperbound advance copy entitled: Acts of the West Virginia Legislature. This volume contains a forward which reviews the legislative record in the regular session and any extraordinary sessions, a table of contents, the text of the acts arranged by chapter number, tables converting bill numbers to chapter numbers, and an index to the amended West Virginia Code. This paperbound advance copy is available free of charge, as long as the supply lasts, from the Office of the Clerk of the House of Delegates. These Acts are then published in buckram binding and may be purchased from the Division of Purchases, Department of Finance and Administration.

A compendium of acts of the Legislature showing the date of passage, effective date, code references and action by the governor is compiled by the Assistant Clerk of the House of Delegates. It is available free of charge.

MANUAL

A manual of the West Virginia Legislature is published for each legislature. The current manual includes biographies of all legislators, lists of members of important committees in each house, the rules of each house and joint rules with indexes, the text of the West Virginia Constitution with index, and names

and addresses of executive and judicial officers. The manual is available free of charge from the Clerk of the House of Delegates or Clerk of the Senate.

CODES

The West Virginia Legislature has promulgated official codes of 1868 and 1931. Various compilations of statutes have also been published. These include: Kelly's Revised Statutes (1878), Warth's Amended Code of 1884, Warth's Code of 1887, Warth's Code of 1891, Warth's Code of 1899, West's Code of 1906, Hogg's Code of 1913, Barnes' Code of 1916, Barnes' Code of 1918, and Barnes' Code of 1923.

The standard code currently used for researching most legislative questions is the multi-volume West Virginia Code Annotated published by The Michie Company. Annotations, editor's notes, and annual supplementation are but a few of the aides which this set offers a researcher.

ATTORNEY GENERAL OPINIONS

Opinions of the West Virginia Attorney General are available from the Office of the Attorney General. Cost is approximately \$20 per volume. Single opinions are available free of charge as long as the supply lasts.

Trans-Media Publishing Company offers opinions of the West Virginia Attorneys General from 1893 to 1968 on seven reels of microfilm. Costs is approximately \$30 per reel.

ADMINISTRATIVE RULES AND REGULATIONS

The Secretary of State is responsible for the establishment and maintenance of the West Virginia Register which is a compilation

of rules and regulations and proposed rules and regulations of the various state agencies. Although this register is not available on a subscription basis, copies of various regulations may be obtained by contacting the Office of the Secretary of State.

ADDRESSES

Attorney General, Office of
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2021

Trans-Media Publishing Company
75 Main Street
Dobbs Ferry, NY 10522
(914) 693-5959

Archives and History, Department of
Science and Cultural Building
Charleston, WV 25305
(304) 348-0230

West Virginia State Law Library
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2607

Clerk of the House of Delegates
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2239

Clerk of the Senate
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2272

Legislative Services, Legal Division
Room E 132
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2040

The Michie Company, Bobbs-Merrill Law Publishing
P. O. Box 5787
Charlottesville, VA 22906
(804) 295-6171

Purchases, Division of
Department of Finance and Administration
Room W 130
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2306

Secretary of State
Room 151
West Virginia State Capitol
Charleston, WV 25305
(304) 348-2112

SOUTH CAROLINA LEG INFO

This article written by Steve Juang, Assistant Law Librarian at the University of South Carolina Law Library is the tenth in this series.

SOUTH CAROLINA LEGISLATIVE INFORMATION

by
Steve Huang.

The South Carolina legislature convenes annually on the second Tuesday in January. The House is reorganized (new committee assignments, etc.) every two years and the Senate every four years after the general election. Effective as of June 28, 1979, the regular session shall adjourn sine die each year not later than the first Thursday in June; provided, however, such session may be extended by concurrent resolution adopted by a two-thirds vote of both the Senate and House. The Governor may call special sessions.

The legislature usually meets on Tuesdays, Wednesdays and Thursdays for statewide issues and Fridays for local and temporary legislation. If the pressure of business dictates, they may also meet in the evenings or on Fridays, especially close to adjournment.

The following services should provide necessary South Carolina legislative sources for researchers:

House & Senate Calendars

The Calendar of each house is its agenda for the day. The Calendar lists bills and resolutions in the order in which they are to be considered, motions, committee hearings, invitations to the General Assembly, and Joint Assemblies when they are scheduled. They are available every session day.

House & Senate Journals

The House and Senate Journals contain the minutes of the meetings of the respective houses. Printed daily and at the end of each year bound, the Journal records all legislative action and proceedings (except debate) as well as selected committee reports. If a roll-call vote is taken it is recorded in the Journal. It is an indispensable tool for following the progress of legislation on a daily basis.

Digest of the House & Senate Bills and Resolutions

The Digest gives the status of all bills and resolutions introduced this session by title and is printed every two weeks during the session. The information is based on the data in the computer. One may also obtain it by calling the State House toll free during session (803 758-5870) on the status of a bill covered by the digest and since the publication of the latest Digest. This service has been available since 1975.

House & Senate Bills

House and Senate bills are printed at least one day before their second reading. They are revised and reprinted as amended. In addition to the title and text, the slip bills included names of members introducing them, dates when first read and committee reports.

Session Laws

When bills are ratified by the legislature and signed by the governor, their titles are changed to acts. All acts and joint resolutions are then compiled and published in advance sheets first and yearly compilation later. This publication contains also rules and regulations issued pursuant to law in a particular year.

State Register

The State Register contains notices, proposed regulations, emergency regulations, final form regulations and other documents filed in the office of the Legislative Council. It is published irregularly, approximately once every two weeks.

Codes

South Carolina Code of Laws; 1976 is the current code of the state statutes. It is annotated, updated annually and with index volumes. Statutory tables in Volume 22 are especially useful in tracing current statutes back to the earlier codes.

SOURCES

Prices quoted below are current as of October, 1979. They vary annually. Slip subscription prices may increase with the volume of printing.

Printing Department
The R. L. Bryan Co.
P.O. Drawer 368
Greystone Executive Park
Columbia, S.C. 29202

Senate Calendar	approximately	\$90.00
Senate Journal (daily)	"	\$90.00*
Senate Bills	"	\$90.00
House Bills	"	\$90.00
Acts - advance sheet	"	\$20.00
Acts & Joint Resolutions	Paperback	\$25.00
	Hardbound	\$30.00

State Printing Co., Inc.
P.O. Box 1388
Columbia, S.C. 29201

House Calendar	approximately	\$96.00
House Journal (daily)	"	\$96.00*

Legislative Information Systems
1026 Sumter Street, Room 123
Columbia, S.C. 29201

Digest of the House & Senate Bills and Resolutions
(at present only limited copies of digest to state agencies as authorized)

Legislative Council
P.O. Box 11417
Columbia, S.C. 29211

State Register \$50.00 per yr.

* Bound copies at the end of each session are available only to the legislature and state agencies.



See Fisher,

Guide to State

Legislative

Materials,

3d ed. (1985)

AMU Publ. Series

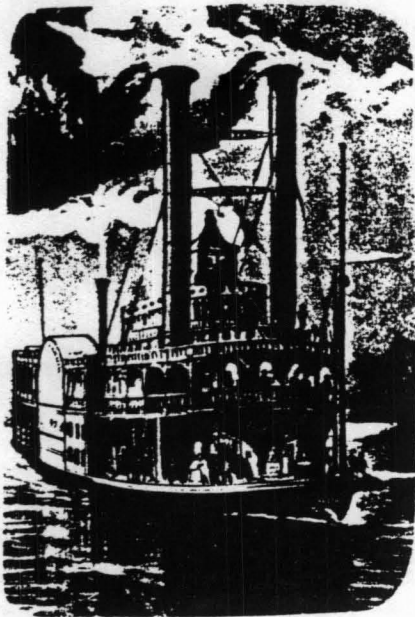
no. 15

Littleton, Co. :

F.B. Rothman

OBTAINING CURRENT LEGISLATIVE MATERIALS

Mississippi



I. Sessions of the Legislature

A. Duration:

Begins: First Tuesday after first Monday in January. Mississippi Constitution, Art. 4, § 36.

Length: 120 calendar days for 1972 session and every fourth year thereafter; 90 calendar days for other sessions. Mississippi Constitution, Art. 4, § 36.

B. House and Senate:

No new bill shall be introduced into either House of the Legislature during the last three days of the session. Mississippi Constitution, Art. 4 § 65.

Bills and constitutional amendments must be filed in own House by the 14th days of the 90-day session (49th of 120-day session) to be considered during the session.

Deadline for original floor action on bills and constitutional amendments originating in the other House is 66th of 90-day session (101st day of 120-day session).

Exceptions: Appropriations, Revenue, and Local and Private bills.

The above schedule shall not be deviated from except by the passage of a concurrent resolution adopted by a vote of two-thirds ($\frac{2}{3}$) of the membership of the House and Senate present and voting.

(Source: Joint Rules of the Senate and the House)

C. Effective Date:

Acts take effect 60 days after passage, unless therein otherwise noted. Mississippi Constitution, Art. 4 § 75.

D. Bill Status Information:

Legislative Reference Bureau
219 Carroll Gartin Building
Jackson, MS
(601) 354-6165

II. Availability of Legislative Materials:

A. Recently filed bills and recently passed acts are available from the following sources. Bulk orders cannot be supplied.

Clerk's office
House of Representatives
New Capitol
Jackson, MS
(601) 354-6182

Docket clerk
Senate
New Capitol
Jackson, MS
(601) 354-7432

Legislative Reference Bureau
219 Carroll Gartin Building
Jackson, MS
(601) 354-6165

B. Transcripts of Committee Hearings and Meetings, Copies of Unpublished Committee Reports: Write or call individual committee chairperson.

C. Publication of Mississippi Acts and Joint Resolutions:

1. Slip Laws—not published; bill, when in final form as sent to Governor, functions as slip law.
Available from address as listed under II. A. Supra.
2. Advance Sheets—time varies, usually around late May.
3. Bound volumes.

General Acts—time varies, usually February of next year.
Local and Private—time varies, usually March of next year.

Last two items available from:

Secretary of State
Heber Ladner Building
Jackson, Mississippi
(601) 359-1350.

Chester S. Bunnell
University of Mississippi Law Library

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Where to Obtain Georgia Legislative Materials

BILLS: House:	Clerk's Office 309 State Capitol Atlanta, GA 30334 (404) 656-5015	Senate:	Secretary of the Senate 353 State Capitol Atlanta, GA 30334 (404) 656-5040
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RECENTLY PASSED ACTS:

Secretary of State
214 State Capitol
Atlanta, GA 30334
(404) 656-2871

STATUS OF CURRENT LEGISLATION: (404) 656-5150 or 1-800-282-5800

GENERAL ASSEMBLY COMMITTEE HEARINGS: are not available

GENERAL ASSEMBLY COMMITTEE REPORTS: printed in the legislative journals. ("Do pass" or "Do pass with amendments" or "Do not pass" is the extent of the report on a bill in almost all instances.) **INTERIM STUDY COMMITTEE REPORTS** are available from the same sources as are bills.

DURATION OF THE GENERAL ASSEMBLY'S SESSION: 40 days beginning on the second Monday in January of each year. The House and Senate are organized each odd-numbered year. (Constitution of the State of Georgia, Article 3, § IV, ¶ 1)

DEADLINE FOR INTRODUCTION OF BILLS: House: 30th day of the session, except upon the affirmative vote of three-fifths of the members present, provided a quorum is present. (House rule 123) Senate: 33rd day of the session, except by two-thirds vote of the members. (Senate rule 105)

ACTS BECOME EFFECTIVE: Unless a different date is specified in the acts, acts approved on or after January 1 and prior to July 1 of a calendar year become effective July 1. Acts approved on or after July 1 and prior to January 1 of the immediately succeeding calendar year become effective on January 1. (O.C.G.A. 1-3-4)

BOUND EDITIONS OF GEORGIA LAWS AND LEGISLATIVE JOURNALS:

For sale by: Georgia State Library
301 Judicial Building
Atlanta, GA 30334
(404) 656-3468

FOR ADDITIONAL INFORMATION: the State Library (above) or:

Office of Legislative Counsel
316 State Capitol
Atlanta, GA 30334
(404) 656-5000

Senate Research Office
122-A State Capitol
Atlanta, GA 30334
(404) 656-6896

*Martha Mashburn
Reference Librarian
Georgia State Library*

Placement

Reference Librarians. Florida State University Law Library. (1) Full-time. Accredited JD and MLS degrees required. Prior library experience and familiarity with LEXIS/WESTLAW searching desirable. Supervises public service functions and provides reference, research, and bibliographic assistance. \$18,000-21,200 based on professional experience. (2) Half-time (evenings and weekends). Experience with legal materials and research required. Familiarity with LEXIS/WESTLAW searching desirable. Provide reference and research assistance. Supervise student assistants. \$7/hour. Both positions available immediately. **CONTACT:** Gail Reinertsen, Assistant Director, FSU College of Law Library, Tallahassee, FL 32306.

Sources for Current Legislative Materials In West Virginia



LEGISLATIVE SESSION

Dates

Assembles annually in Charleston on the second Wednesday in January, except after an election year (every fourth year) when it convenes on the second Wednesday in February.

Duration

Each session shall not exceed 60 calendar days, but may be extended by a concurrent resolution. Special sessions may be called at any time by the Governor.

Deadline for bills

Bills may be introduced in the Senate until the 41st day of the session; in the House until the 50th day. Exceptions are: supplemental appropriations, simple and concurrent resolutions, bills from standing committees, and any exceptions made by a $\frac{2}{3}$ vote of the members present.

Effective dates

Acts become effective 90 days from passage, unless otherwise specified in the act itself.

MATERIALS AVAILABLE

Current bills

Bills, acts, and daily journals are available from each clerk's office:

Clerk of the Senate
Room W-215 State Capitol
Charleston, WV 25305
(304) 348-2272

Clerk of the House of Delegates
Room E-212 State Capitol
Charleston, WV 25305
(304) 348-2239

Session laws

Bound volumes of the *Acts of the Legislature* are usually available by November and can be purchased from:

Finance & Administration
Revolving Fund Division
200 Morris St.
Charleston, WV 25301
(304) 348-2322

An index-summary of the session laws appears earlier from:

Legislative Services
Room E-132 State Capitol
Charleston, WV 25305
(304) 348-2040

Code

The *West Virginia Code* is published by the Michie Company, P.O. Box 7587, Charlottesville, VA 22906.

Bill status info

During the Legislative session, bill status information can be obtained from:
The Office of Public Information
Room R-153 State Capitol
Charleston, WV 25305
(800) 642-8650

Legislative histories

Good luck! Legislative histories are not generally compiled by the legislative staff. Committee meeting minutes are only summaries, but public hearings are tape recorded. The House and Senate Journals record a bill's progress through the Legislature, but do not reproduce the entire text of the bill. For assistance with legislative histories, the staff of the Legislative Services Office is very helpful. (Their address appears above.)

Audits

Other legislative materials available include post-audit reports from
The Legislative auditor
Room W-202 State Capitol
Charleston, WV 25305
(304) 348-2151

Blue books

Copies of the *West Virginia Blue Book*, which contains a wealth of information about West Virginia state government, can be obtained from the Senate Clerk's office, whose address appears above.

Old copies

Photocopies of sections of old *West Virginia Codes* can be obtained from:
West Virginia State Law Library
Room E-404 State Capitol
Charleston, WV 25305
(304) 348-2607

THE STATE LAW LIBRARY STAFF IS ALWAYS PLEASED TO HELP WITH YOUR REQUESTS. IF WE DON'T HAVE IT, WE WILL DO OUR BEST TO FIND IT! WE ARE OPEN MONDAY-FRIDAY 8:30 a.m.-9:00 p.m. AND SATURDAY 8:30-12:00.

ADDITIONAL SOURCES OF MATERIALS:

Agency rules and regulations:

Secretary of State's Office
Administrative Law Division
State Capitol Building
Charleston, WV 25305
(304) 348-3000

or individual agencies.

Supreme Court of Appeals slip opinions:

West Virginia Supreme Court of Appeals
Clerk's Office
Room E-318 State Capitol
Charleston, WV 25305
(304) 348-2601

Attorney General's opinions:

Attorney General's Office
Room E-26 State Capitol
Charleston, WV 25305
(304) 348-2021

Public Service Commission decisions:

Public Service Commission
Room E-217 State Capitol
Charleston, WV 25305
(800) 642-8544

Workers' Compensation Commission decisions:

Workers' Compensation Fund
601 Morris Street
Charleston, WV 25301
(304) 348-2580

Court of Claims reports:

West Virginia Court of Claims
Room M-4 State Capitol
Charleston, WV 25305
(304) 348-3470

Civil Service Commission decisions:

Civil Service System
Building 6, Room 456
State Capitol
Charleston, WV 25305
(304) 348-3950

West Virginia Reports:

Finance & Administration
Revolving Fund Division
200 Morris Street
Charleston, WV 25301
(304) 348-2322

*Ann McNeil, Librarian
West Virginia State Law Library*

OBTAINING CURRENT KENTUCKY LEGISLATIVE MATERIAL

I. LEGISLATIVE SESSIONS

A. Duration

The regular session runs for 60 days beginning on the first Tuesday in January and meets every two years thereafter.

B. Deadline for Filing Bills

Members of the General Assembly and new members of the General Assembly may at any time when the legislature is or is not in session file bills with the director of the Legislative Research Commission for the current meeting of the legislature or for the next meeting of the legislature. Pre-filed bills and resolutions are considered as introduced on the day of their delivery to each house.

C. Effective Date of Approval or Passage of Acts

Acts become law 90 days after adjournment of the General Assembly except in cases of emergency.

II. SOURCES OF LEGISLATIVE MATERIALS

A. Availability of Recently Filed Bills and Recently Passed Acts

Public Information Office
Legislative Research Commission
State Capitol
Frankfort, KY 40601 Phone: (800) 372-2993

B. Bill Status Information

1. Public Information Office
Legislative Research Commission
State Capitol
Frankfort, KY 40601 Phone: (800) 372-2993

2. Legislative Record: Official Summary of Action by the Kentucky General Assembly — published daily during sessions of the General Assembly; monthly during the interim, by the Legislative Research Commission.

C. Publication of KY Acts and House and Senate Journals

1. Kentucky Acts

- a. Slip acts — copies available within days of filing by a legislator.
- b. Advance sheets — come as a part of the Kentucky Revised Statutes usually within three months after the legislature adjourns.
- c. Bound volumes — official version published about five to six months after the legislature has adjourned. This version of the KY Acts is published by the Legislative Research Commission.

2. House and Senate Journals

The House and Senate Journals are accounts of the legislative activities of each house of the General Assembly. They are the final official record of action by the General Assembly.

9 Southeastern Law Librarian 7 (Spring 1984)

Obtaining Current Legislative Materials in Puerto Rico

compiled by

Manuel Torres Tapia
Legislative Reference Library
and
Altagracia Miranda
University of Puerto Rico



Note: Because of the importance of this material, it is being printed in both English and Spanish.

Legislative Assembly

The Legislative Assembly of the Commonwealth of Puerto Rico consists of two houses, the Senate and the House of Representatives. The duration of the regular sessions and the time for the introduction and consideration of bills are prescribed by law. Regular sessions are held annually beginning on the second Monday in January and ending in April 30 of the same year. Both chambers may extend the regular session by a concurrent resolution which has to be signed by the governor. Bills and resolutions must be filed during the first sixty days of each regular session. The measures presented may be considered until the end of the Legislative Assembly which lasts for four years.

Office of Legislative Services

The OLS provides the Legislature with a wide range of services including bill drafting, legal and economic research, budget analysis, translation services and a library for both the legislators and the general public.

The key personnel from whom information on legislative matters may be readily obtained are:

Juan R. Melecio, Director, or
Rosa N. Bell, Head of the Legal Division
P.O. Box 3986
San Juan, Puerto Rico 00904
Tel. (809) 723-4112
(809) 721-5200 (Switchboard)

Supportive library services are available by contacting:

Lenidas Ramírez, Acting Director, or
Manuel Torres Tapia, Librarian
Legislative Reference Library
P.O. Box 3986
San Juan, Puerto Rico 00904
Tel. (809) 721-5200, Ext. 211

Legislative Publications

Copies of bills, daily journals and calendars, interim calendars (complete listings of pre-filed bills and action upon these), directories of members and committees of the Legislature and rules of both chambers may be obtained by writing or calling the following offices:

The Senate of the Commonwealth of Puerto Rico
Office of the Secretary
The Capitol
San Juan, Puerto Rico 00904
Tel. (809) 722-4012

9 Southeastern Law Librarian (Summer 1984)

The House of Representatives of the Commonwealth of Puerto Rico
Office of the Secretary
The Capitol
San Juan, Puerto Rico 00904
Tel. (809) 723-0823

During the legislative sessions all requests for committee reports, staff analyses, transcripts of public hearings and bill files containing background information or research may be obtained by writing or calling the various committees of the House and Senate.

All of the publications mentioned above are printed in Spanish.

I. Acts and Joint Resolutions

A. **Slip laws** are not published. The bill in final form, as sent to the governor, functions as slip law. These are available from:

Alba L. Narváez
Encargada, Distribución de Publicaciones
Departamento de Estado
San Juan, Puerto Rico 00904
Tel. (809) 725-8910

B. Compilations

At the end of each session the laws and resolutions (Spanish only) are compiled chronologically and bound in hard copy. These may be obtained from the Secretary of the House or the Secretary of the Senate. Bound volumes of laws and joint resolutions are published annually in a Spanish and an English edition by Equity de Puerto Rico.

C. Codes

Leyes de Puerto Rico Anotadas
Laws of Puerto Rico Annotated

Both Spanish and English editions are published by Equity. They are supplemented annually.

II. Other Legislative Publications

A. *Prontuario de Legislación* (Spanish)

Provides information on the current state of legislation, laws and joint resolutions approved, including modifications to the laws in force as of the last day of December of the previous year. Distributed by the Director, Office of Legislative Services.

B. *Actas de la Cámara de Representantes*

Actas de Senado

(Both in Spanish)

Daily proceedings of the House and of the Senate. May be obtained from the Secretary of the corresponding body.

C. *Diario de Sesiones* (Spanish)

Proceedings and debates of the Legislative Assembly. May be obtained from the Office of the Secretary of the Senate.

D. *Servicio Legislativo de Puerto Rico* (Spanish)

Published by Equity. Contains list of legislators, committees, commissions, judges, etc., laws and resolutions approved, tables of the corresponding sections in LPRA amended or repealed and bills approved by the House and by the Senate. Contains also a yearly cumulative index by subject.

E. Commercial Services

There are two commercial research services from which one can acquire copies of legislative materials such as bills, transcripts of committees, laws, regulations, etc.

Escrutinio Legislativo
P.O. Box 5803
San Juan, Puerto Rico 00906
Tel. (809) 723-1348

Consulta Legislativa, Inc.
P.O. Box 5095
San Juan, Puerto Rico 00906
Tel. (809) 723-4498
(809) 723-9276

COMO OBTENER MATERIALES LEGISLATIVOS PUERTO RICO

Asamblea Legislativa

La Asamblea Legislativa del Estado Libre Asociado de Puerto Rico consiste de dos cámaras, el Senado y la Cámara de Representantes. El término de la sesión ordinaria y la fecha para la introducción y consideración de medidas legislativas están prescritas por ley. Las sesiones ordinarias se llevan a cabo anualmente comenzando el segundo lunes de enero y culminando el 30 de abril del mismo año. Ambas cámaras pueden extender la sesión ordinaria mediante una resolución concurrente que debe ser firmada por el Gobernador. Los proyectos y resoluciones deben ser radicados durante los primeros sesenta días de cada sesión ordinaria. Las medidas radicadas prodrán considerarse en los cuatro años del periodo de la Asamblea Legislativa.

Oficina de Servicios Legislativos

La Oficina de Servicios Legislativos provee a los miembros de la Legislatura una amplia gama de servicios que incluye: preparación de proyectos y resoluciones, investigaciones jurídicas y económicas, análisis de presupuesto, servicios de traducción y una biblioteca que además presta servicios al público en general.

Para obtener información rápida sobre asuntos legislativos puede comunicarse con los siguientes funcionarios:

Juan R. Melecio, Director, o
Rosa N. Bell, Jefe de la División Legal
P.O. Box 3986
San Juan, Puerto Rico 00904
Tel. (809) 723-4112
721-5200 (Cuadro)

Para los servicios bibliotecarios puede comunicarse con:

Lenidas Ramírez, Directora Interina, o
Manuel Torres Tapia, Bibliotecario
Biblioteca de Servicios Legislativos
P.O. Box 3986
San Juan, P.R. 00904
Tel. (809) 721-5200 Ext. 211

Publicaciones Legislativas

Copias de proyectos, actas y calendarios, listas de proyectos radicados en la Secretaría y acción tomada por ésta, directorios de los miembros y comisiones de la Legislatura y los reglamentos de ambos cuerpos pueden obtenerse por carta o llamada telefónica a las siguientes oficinas:

Senado de Puerto Rico
Oficina del Secretario
Capitolio
San Juan, P.R. 00904
Tel. (809) 722-4012

Cámara de Representantes de Puerto Rico
Oficina del Secretario
Capitolio
San Juan, P.R. 00904
Tel. (809) 723-0823

Durante la sesión legislativa todas las peticiones de informes e investigaciones de las comisiones, transcripciones de vistas públicas y expedientes de las medidas legislativas presentadas que contienen historiales legislativos pueden obtenerse escribiendo o llamando a las diferentes comisiones de ambos cuerpos.

Todas las publicaciones mencionadas arriba se imprimen en español.

I. Leyes y Resoluciones Conjuntas

A. Copias sueltas no se publican. El proyecto en su forma final, según enviado al Gobernador para su firma, consiste en la copia suelta de la ley. Estas se pueden conseguir a través de:

Sra. Alba L. Narváez
Encargada, Distribución de Publicaciones
Departamento de Estado
San Juan, P.R. 00904
Tel. (809) 725-8910

B. Compilaciones

Al final de cada sesión las leyes y resoluciones (en español solamente) se compilan cronológicamente y se encuadernan en rústica. Estas se pueden obtener de los secretarios respectivos de ambos cuerpos. Los volúmenes de leyes y resoluciones encuadernados en tela son publicados anualmente en ediciones en español o en inglés por Equity de Puerto Rico.

C. Códigos

Leyes de Puerto Rico Anotadas

Laws of Puerto Rico Annotated

Ambas ediciones en español y en inglés son publicadas por Equity de Puerto Rico. Estas son suplementadas anualmente.

II. Otras publicaciones legislativas

A. *Prontuario de Legislación Española*

Provee información sobre el estado actual de la legislación leyes y resoluciones conjuntas aprobadas, incluyendo las modificaciones a las leyes en vigor al último día de diciembre del año anterior. Se distribuye por el Director, Oficina de Servicios Legislativos.

B. *Actas de la Cámara de Representantes*

Actas del Senado

(Ambas en español)

Se pueden obtener del Secretario del cuerpo correspondiente.

C. *Diario de Sesiones* (Español)

Procedimientos y debates de la Asamblea Legislativa. Se puede obtener a través de la Oficina del Secretario del Senado.

D. *Servicio Legislativo de Puerto Rico* (Español)

Publicado por Equity de Puerto Rico. Contiene lista de legisladores, comités, comisiones, jueces, etc. leyes y resoluciones aprobadas, tablas de las secciones correspondientes en LPRA enmendadas o derogadas y proyectos aprobados por ambos cuerpos. Contiene además un índice acumulativo por materia.

E. Servicios comerciales

Existen dos servicios comerciales de investigaciones legislativas de los cuales se pueden obtener copias de materiales legislativos, tales como proyectores, transcripciones de las comisiones, leyes, reglamentos, etc.

Escrutinio Legislativo
P.O. Box 5803
San Juan, P.R. 00906
Tel. (809) 723-1348

Consulta Legislativa, Inc.
P.O. Box 5095
San Juan, P.R. 00906
Tel. (809) 723-4498
(809) 723-9276

Minutes

Southeastern Chapter of the American Association of Law Libraries

Friday, April 13, 1984, Nashville, Tennessee

The meeting of the Southeastern Chapter of the American Association of Law Libraries was called to order by President Kay Todd, Paul, Hastings, Janofsky & Walker, Atlanta, Georgia, at 8:08 a.m., Friday 13, 1984, at the Opryland Hotel in Nashville, Tennessee.

The first order of business was announcements by Kay Todd and Howard Hood, Vanderbilt University Law Library, Nashville, Tennessee. Kay read a list of all contributors to the meeting, and offered the thanks of the chapter.

Secretary/Treasurer Ed Edmonds, College of William and Mary, Williamsburg, Virginia, gave the financial report. The starting balance at the time of the last report was \$5,176.32. The amount of additional dues received amounted to \$1,350.00. The list of debits totalled \$2,535.38. This left a current balance of \$3,990.94. The current total paid membership in the chapter is 272.

The Scholarship Committee report was given by Sara Straub, United States Court of Appeals for the 11th Circuit, Atlanta, Georgia. The committee received thirteen applications and granted four Lucile Elliott scholarships. The committee increased the number of recipients from three to four and raised the amount of the grant from \$250.00 to \$300.00. The recipients of scholarships to attend the Nashville meeting were Sally Wambold, University of Richmond Law Library, Richmond, Virginia, and Cynthia Adams, Long & Aldridge, Atlanta, Georgia. The recipients of scholarships to attend the national meeting in San Diego were Rita Parham, Louisiana State University Law Center Library, Baton Rouge, Louisiana, and Sarah Churney, Law Library of Louisiana, New Orleans, Louisiana.

Hazel Johnson, Smith & Hulsey, Jacksonville, Florida, gave the report of the Nominating Committee. Nominations were solicited this year from the membership, and for the first year two individuals were nominated for each position. The nominees for Vice-President/President-Elect are Igor Kavass of Vanderbilt University Law Library, Nashville, Tennessee and Richard Danner, Duke University Law Library, Durham, North Carolina. The nominees for the position of Secretary/Treasurer are Joan Cannon, Florida Supreme Court Library, Tallahassee, Florida, and Margarette Dye, Powell, Goldstein, Frazer & Murphy, Atlanta, Georgia.

Carol Billings, Law Library of Louisiana, gave the Newsletter Committee Report. She thanked all the contributors to the past newsletters as well as members of the committee for the past year. She also noted that there would be a change of editorship made at this meeting. She stated that in considering the editorship position one needs the help and support of fellow staff members or other librarians in close proximity. Carol apologized for delays in the delivery of the last newsletter due to bulk mailing.

OBTAINING CURRENT LEGISLATIVE MATERIALS

North Carolina

LEGISLATIVE SESSIONS

In North Carolina, the General Assembly meets in odd-year biennial sessions that traditionally begin on the first Wednesday after the second Monday in January, and run until early July. But House Bill 907, currently under consideration, provides for the 1985 convening date to be the first Tuesday in February 1985. Special sessions were called in 1982, the off-year for redistricting after the census information was released, and for budget work after the federal budget was set.



BILLS AND ACTS

In the Senate, bills introduced on behalf of State departments, agencies, or institutions must be filed not later than April 1 of the session if a public bill (affecting 15 or more counties), and March 9 if a local bill (affecting fewer than 15 counties). In the House, all local bills or bills prepared by State agencies, departments, or institutions must be introduced not later than April 1 of the session. Unless the ratified bill states otherwise, acts are effective 30 days after the session in which they were passed adjourns, but frequently acts contain language making them effective upon ratification.

Bills, resolutions, and acts are printed in full text by the Legislative Services Commission of the General Assembly. Copies may be obtained from the

Printed Bills Office 919-733-5648
Legislative Building
Raleigh, NC 27611

For information about the status of bills, call the Bills Status Desk at 919-733-7779.

LEGISLATIVE HISTORY

The Legislative Library (919-733-7778) — Legislative Building, Raleigh, NC 27611) maintains Bill Books during the legislative session. These are organized by bill number and contain a copy of the bill as originally introduced, any committee substitutes, amendments, and a copy of the ratified bill if passed. The Legislative Library is also the repository for the committee notebooks, which contain typed transcripts of standing committee minutes, going back to about 1977. Most of the committee minutes also contain transcripts of committee hearings. The Legislative Library acquires these notebooks after each session, and the researcher must come in person to inspect the material. During the session, the notebooks are kept in the committee.

PUBLICATIONS

The Legislative Service of the Institute of Government, which is part of the University of North Carolina at Chapel Hill, records what goes on in the legislature and publishes the following documents which summarize the activity:

The Daily Bulletin gives the name, number, introducer, committee assignment, and a summary of each bill introduced, along with a list by bill number of floor action, changes in committee assignment, and amendments.

The Weekly Summary is a narrative summary of the major activities of the legislature each week.

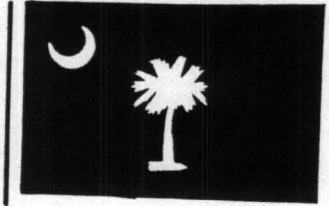
Weekly Status Report for Local Bills and *Weekly Status Report for Public Bills* give the latest action for each bill. The local bills are arranged by county, and the public bills by general statute number of the subject.

For subscription information, write to Publications Office, Institute of Government, Knapp Building 059A, University of North Carolina at Chapel Hill, Chapel Hill, NC 27514 or call 919-966-4119. In addition, the Library at the Institute of Government is a good resource for information because of the close connection between the Institute of Government and the legislature. The number for the library is 919-966-4130.

Kathryn M. Christie
Duke University Library

South Carolina

I Sessions of the General Assembly



A. DURATION

Begins: Second Tuesday in January
S.C. Constitution, Art. III, sec. 9

Ends: First Thursday in June, unless extension approved by $\frac{2}{3}$ vote of both Houses
S.C. Code Ann. 2-1-180 (Law. Coop. Supp. 1982)

B. DEADLINES FOR FILING BILLS

Senate:

No deadline for filing of bills in Senate
Senate will not consider bills originating in House unless received by May 1
Exception: Appropriations bills
Rule may be waived by vote of $\frac{2}{3}$ of total membership of the Senate
S.C. Senate Rule 50

House:

House bills must be filed by April 15 to be considered during that session
House will not consider bills originating in the Senate unless received by May 1
Exceptions: Appropriations bills
Joint resolutions approving or disapproving state agency regulations
Rule may be waived by $\frac{2}{3}$ vote of House members present and voting
S.C. House Rule 5.12

C. EFFECTIVE DATE OF ACTS

Acts take effect 20 days after approval by the Governor unless act otherwise specifies.
S.C. Code Ann. § 2-7-10 (Law. Coop. 1976)

D. BILL STATUS INFORMATION

Legislative Information Systems
112 Blatt Building
Columbia, SC 29201
803/758-5870

II. Availability of legislative materials

A. RECENTLY FILED BILLS AND RECENTLY PASSED ACTS

Legislative Information Systems
112 Blatt Building
Columbia, SC 29201
803/758-3974

B. TRANSCRIPTS OF COMMITTEE HEARINGS AND MEETINGS, COPIES OF UNPUBLISHED COMMITTEE REPORTS

Must write or call individual committees

C. PUBLICATION OF S.C. ACTS AND JOINT RESOLUTIONS

1. Slip acts — time varies, usually about one month
 2. Advance sheets — time varies, usually about two months
 3. Bound volumes — three to six months after end of legislative session, usually December
- All available from:

R.L. Bryan
P.O. Drawer 368
Columbia, SC 29202
803/709-3560

Robin Mills
University of South Carolina Law Library

Florida

REGULAR LEGISLATIVE SESSIONS

Regular sessions of the Legislature of the State of Florida are held annually beginning on the first Tuesday after the first Monday in April. Regular sessions last for sixty consecutive days, including Sundays, but may be extended by a three-fifths vote.

INTRODUCTION AND STATUS OF BILLS

Deadlines for filing bills differ between the House of Representatives and the Senate. In the House the last day to file bills (including local bills) or joint resolutions is noon on the first day of the regular session. Committee bills must be filed with the Clerk by the fourth Tuesday of the regular session. In the Senate all bills must be filed with the Secretary of the Senate by the eleventh day of the regular session with the exception of local bills which may be filed throughout the entire regular session.

Copies of bills, daily journals and calendars, interim calendars, (complete listings of prefiled bills and action upon these), directories of members of the Legislature and committee membership, may be obtained by writing or calling the following offices:

The Florida Senate
Office of the Secretary
The Capitol
Tallahassee, FL 32301
(904)488-1621

The Florida House of Representatives
Office of the Clerk
The Capitol
Tallahassee, FL 32301
(904)488-1157



The Legislative Information Division of the Florida Legislature provides up-to-the-minute reporting on the status of bills. They publish a *Daily Bill History, Index, Citator and Sponsor Report*. At the end of the regular session a cumulative report is published, which is usually the first step in researching legislative intent. This Division also provides terminals throughout the Capitol Building and in state agency offices to access bill status information.

The Florida Legislature
Joint Legislative Management Committee
Legislative Information Division
The Capitol, Room 826
Tallahassee, FL 32301
(904) 488-4371
(800) 342-1827 (Toll-free number is available only within the State of Florida)

During the legislative session all requests for committee reports, staff analyses, tapes and transcripts of meetings, bill files containing back ground information or research may be obtained by writing or calling the various committees of the House and Senate. These numbers can be easily obtained from the telephone directory assistance or by obtaining directories from the House and Senate. These materials remain in the Committees for approximately six months to two years, and are then sent to the Florida Legislative Library and ultimately to the Florida State Archives. The Legislative Library is an excellent source to use in determining where the needed committee files may be located at any given time.

The Florida Legislature
Joint Legislative Management Committee
Division of Legislative Library Services
The Capitol
Tallahassee, FL 32301
(904) 488-2812

RECENTLY PASSED ACTS

When a bill is approved by both houses, in exactly the same forms, the bill becomes an act, which is enrolled by either the Secretary of the Senate or the Clerk of the House and is certified to the Governor for his action. The Governor may sign the act, which then becomes a law upon its filing with the Secretary of State. If the Governor does not sign the act, it becomes a law effective on the sixtieth day after adjournment sine die of the session of the Legislature in which enacted or on a specified date. If the Governor vetos the act he must return it with his written objections to the house in which the bill originated. The veto may be overridden by a two-thirds vote of the members of each house, and the act thus becomes a law. An act vetoed after adjournment of the Legislature is taken up at its next regular or special session.

Copies of recently passed laws are available from several sources. Slip laws are available from the Office of the Secretary of State. In addition, a session law service is available from West Publishing Company and by a local Tallahassee publisher. Inquiries should be addressed to the following:

Florida Secretary of State
Division of Elections
Bureau of Laws
The Capitol
Tallahassee, FL 32301
(904) 488-2766

Judicial and Administrative
Research Associates, Inc.
1333 N. Adams Street
Tallahassee, FL 32303
(904) 222-3171
(Publishes *Florida Law Weekly Session Law Reporter*)

Joan Cannon
Florida Supreme Court Library

Tennessee

LEGISLATIVE SESSIONS

The General Assembly convenes in organizational session on the second Tuesday in January following the election of members of the House of Representatives. After the close of the organizational session, which is limited to fifteen consecutive days, the General Assembly meets on the next Tuesday, unless both houses by joint resolution set an earlier date. By joint resolution the assembly may recess or adjourn for as long as it wishes. It shall be convened at other times by the Governor, or by the presiding officers of both Houses at the written request of two-thirds of the members of each.

STATUS AND AVAILABILITY OF LEGISLATION

Tennessee has a constituent "hotline" — a toll free number (1-800-342-8490) — which makes available to the public the status of pending legislation. This service is available only during the session, but it provides information that is generally available otherwise only through subscription services.

To obtain copies of legislation one writes to the Office of Legislative Services, State Building, Nashville, TN 37219. In January both "slip bills" and a microfiche legislative service, which is particularly invaluable for determining the status of the bills, begin arriving for subscribers.

The Office of the Secretary of State provides pamphlets of the public chapters which come out weekly beginning in April. These are later published in hard copy. An index to the public acts is published by a private company, M. Lee Smith Publishers of Nashville. This is basically a preliminary indexing service.

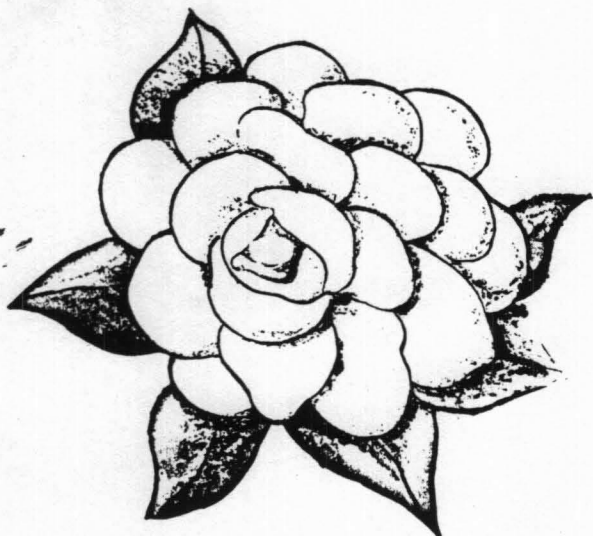
Other ways of finding out about legislation are the Nashville papers, the *Tennessee Attorney's Memo.* and the *Tennessee Journal* published by M. Lee Smith of Nashville. These are available on subscription.

LEGISLATIVE HISTORY

If one wants a transcript or a tape of a committee hearing, he should contact the State Library and Archives (Archives Section), Nashville, TN. Not all committees are recorded, but the sessions and hearings held in the chambers are recorded, as are the budget hearings.



Compiled by Marianne C. Mussett
Memphis State University Law School Library



ALABAMA

The Alabama Legislature began meeting annually in 1975 and convenes on the third Tuesday in April of the first year of the term of office of the legislators, on the first Tuesday of February of the second and third years of such term and on the second Tuesday in January of the fourth year of such term. Such annual sessions shall not continue longer than 30 legislative days and 105 calendar days.

Bills may be filed anytime within the legislative session, but it takes five (5) days for a bill to pass both House and Senate. Therefore, in effect, they must be filed within the first twenty-five (25) legislative days.

The act itself usually specifies that the law is to go into effect upon a specific date or upon passage and approval of the Governor. The acts are first published in pamphlet (slip) form. Bills of local application are required to be published in a local newspaper before passage by the Legislature. The Alabama Legislature Reference Service publishes a service entitled "Summaries of General Laws Enacted and Constitutional Amendments Proposed by the Legislature of Alabama ..." of each legislative session. There is no cost.

Copies of Senate bills may be obtained from the Secretary of the Senate, State Capitol, Montgomery, AL 36130 (phone 205/263-2978). Copies of House bills may be obtained from the Clerk of the House, State Capitol, Montgomery, AL 36130 (phone 205/832-5219).

After the bill becomes a law, 40 copies of each slip act are sent to the Secretary of State, 105 State Capitol, Montgomery, AL 36130 (phone 205/832-3570). These are to be given away free. After these are exhausted, copies of the enrolled acts are available at a charge of \$1.50 per page.

Another source for both bills and slip acts is the Legislative Digest, 415 Monroe Street, Montgomery, AL 36130 (phone 205/834-6717). They will send free copies of slip acts if available. If not available, the charge is \$.50 per page on any legislation (bills or enrolled acts).

Bound volumes of the Acts of Alabama are available from the Secretary of State but the best arrangement is to use a jobber, i.e., Gaunt, Hein or Rothman.

In Alabama there are no official committee hearings or reports published. There may be unofficial correspondence and reports made by committee members, but copies must be obtained directly from these committee members.

*Cherry L. Thomas
Alabama Supreme Court and
State Law Library*

Virginia



1. To get a Bill

Call: 804/786-6984
Write: Bill Room
General Assembly Bldg.
910 Capitol Street
Richmond, VA 23219

2. Recently passed Act

Call: 804/786-7281
Write: Legislative Information
House of Delegates
P.O. Box 406
Richmond, VA 23206

3. General Assembly Committee Hearings

Non-existent

4. General Assembly Committee Reports

Non-existent

There are Senate and House Documents. These are not from a General Assembly Committee, but are usually reports of a Commission to the General Assembly. The Documents are available free from:

Legislative Support Commission
c/o Div. of Legislative Automated Systems
P.O. Box 654
Richmond, VA 23205

5. Duration of General Assembly's Session:

Begins on the second Wednesday in January. Lasts 60 days in even numbered years, 30 days in odd numbered years. There is an option to extend the annual regular session for 30 days or less.

6. Deadline for introduction of bills in the General Assembly:

There is no designated deadline. Each year, a joint resolution is passed providing a schedule for the conduct of business during the session.

7. Date when acts go into effect:

Bills enacted at regular session (or reconvened session) are effective July 1 following adjournment of regular session, unless another date is specified.

Bills enacted at special session (or reconvened session which follows) are effective on 1st day of 4th month following adjournment of special session, unless another date is specified.

Gen'l Appropriation Act is usually effective July 1st, and Emergency Acts become effective when signed by Governor.

8. Preliminary format in which acts are available:

- a) Enrolled bills—see 2 above.
- b) CCH Advance Session Laws Reporter (Virginia).

Jackie Lichtman
University of Virginia Law Library



Louisiana

(Numbers refer to addresses and telephone numbers at the end.)

The Louisiana Legislature meets annually in regular sessions which convene at noon on the third Monday in April and last sixty legislative days during an eighty-five calendar day period. The session usually runs from mid-April to late July. Extraordinary (special) sessions may be called by the governor or by a written petition of a majority of the elected members of each house. A proclamation must be issued stating the length and object of the session, which may last no longer than thirty calendar days.

Bills may be prefiled in either house up to three weeks before the regular session begins, but no legislator may introduce a bill after the first fifteen calendar days of the session except by favorable record vote of two thirds of the members of each house.

For an excellent and detailed description of the Louisiana Legislature see: *Citizen's Guide to the 1980 Legislature* published every four years by the Public Affairs Research Council. (1).

During the legislative session the House of Representatives Research Library maintains a public information service called PULS (Public Update Legislative System) (2) which provides description and status of pending legislation as well as information on committee action. The staff can search for pending legislation on a certain subject or legislation which will amend a revised statute or Civil Code article. Because the PULS line provides such timely and complete information, it is not necessary to consult the daily House and Senate journals to track pending legislation. Besides, these daily journals and interim calendars are not readily available outside the legislature.

The staff at the PULS line can provide copies of current bills and resolutions usually free of charge. Also, copies are available from the House Docket Room and the Senate Docket Room free of charge. (3)

Past bills and resolutions are available from the House and Senate Docket Rooms as well. The Louisiana State Library has copies of bills and resolutions on microfilm dating back to 1952. (4) They prefer to send out the microfilm rather than to copy it.

Bills passed by the legislature and approved by the governor (or not vetoed by him) become effective on the sixtieth day after the final adjournment of the legislature unless another effective date is specified. The acts first appear in the Baton Rouge *State-Times* newspaper, which is designated as the official state journal. The Secretary of State's office receives the signed acts from the Governor's office, numbers them, and sends copies to the *State-Times*. The acts are published numerically in groups about once a week for about nine weeks. Subscriptions to the acts sections are available from the *State-Times* for about \$7.00 plus postage. (5)

Certified copies of individual acts are available from the Secretary of State's Office, Publication Division. (6) This office will also provide copies of acts which have not yet appeared in the *State-Times* if you have a bill number or an act number. They charge a minimum of \$1.00 for up to ten pages and ten cents a page for additional pages.

There is no printed subject index to the acts until the *Acts of the Louisiana Legislature* is published and sold by the Secretary of State, Administrative Services, Book Distribution Section. (6) The "newspaper bound acts" are simply a compilation of the newspaper print acts as they appeared in the *State-Times* with the addition of a list of acts by bill number and a subject index. The acts cost around \$5.00 and are ready for sale about three months after the session ends.

About a month after the legislature adjourns, West's *Louisiana Session Law Service* begins publication. The service does have a subject index and lists of statutes affected and of senate and house bills enacted, which cumulate with each issue. (7)

During the time that West's *Louisiana Session Law Service* is coming out and before the newspaper bound acts are available with a subject index, it is best to call the House of Representatives Research Library (2) to find out if a specific bill has been enacted, if any laws were enacted on a certain subject, or if any new laws affected a particular statute or Civil Code article.

About three months after the adjournment of the legislature, the *Louisiana Legislature: Resume of Acts, Resolutions and Vetoed Bills* is published as a joint effort of the House and Senate staffs. It is a compilation of digests of all legislation passed during the session, and it also contains detailed statistical data summarizing the session. The *Resume* is available for sale for about \$25.00 from the House of Representatives Research Library. (8)

About seven months after the session is over, the hard bound acts are available for sale from the Secretary of State, Administrative Services, Book Distribution Section. (6) The set is usually published in two volumes and sells for about \$50.00. Unless you are desperate to fill up your empty library shelves with the bulky acts, they are also available in microfiche from William Hein Company. (9)

Trying to find out why a particular act was passed or amended is not an easy task. The cumulative House and Senate journals contain an outline account of each chamber's proceedings day by day. The journals do not

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include minutes of discussion or debate, but they do include the titles of all measures (the title of a bill expresses the object of the legislation) introduced, considered or acted upon by each house, the text of amendments to these measures, committee reports (usually a sentence: "Reported favorably by the Committee on Retirement"), roll call votes, messages from the Governor and messages from one house to the other. The final Legislative Calendar serves as an index to the cumulative House and Senate journals. The calendar lists each bill, concurrent resolution and simple resolution by title and shows the legislative action on each and the date on which the action was taken. The cumulative journals and calendar are available about four months after the end of the session and are distributed by the Secretary of State, Administrative Services, Book Distribution Section. The only charge is for postage. (6)

For information about committee action or any other existing legislative history, it is necessary to call both the Senate Research Services and the House Legislative Services. (10) The Senate Research Services keeps copies of the minutes of the various committee meetings. The minutes are prepared by the secretary of the committee and are not a verbatim record of the committee's actions. The minutes are distilled from tapes of committee meetings and from notes taken by the secretary. The Senate Research Services will help you find any legislative history that does exist and may refer you to the committee itself if they cannot find any information. Prior to 1973 it is almost impossible to get legislative history. Most information is provided free of charge.

The House Legislative Services, like the Senate, will locate committee minutes or other materials, and if there is a cassette tape of a committee meeting, they will duplicate it for \$3.00. Again, prior to 1973, it is difficult to find anything. (10)

One other place to check is the Louisiana State Law Institute, which is the state's official law revision commission. The Institute directs and supervises the continuing codification of Louisiana law and recommends substantive changes in codes of law. If a piece of legislation has been drafted by the Institute, one may obtain information from them. (1)

Addresses and Telephone Numbers

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| <p>(1) Public Affairs Research Council
P.O. Box 3118
Baton Rouge, LA 70821
504-343-9204</p> | <p>(7) West Publishing Company
P.O. Box 3526
St. Paul, Minnesota 55165
612-228-2500</p> |
| <p>(2) PULS (Available during the session)
800-272-8186 (Toll free in La. during the session)
House of Representatives Research Library</p> | <p>(8) House of Representatives Research Library
P.O. Box 44012
Baton Rouge, LA 70804
504-342-2431</p> |
| <p>(3) House Docket Room: 504-342-6457
Senate Docket Room: 504-342-2365</p> | <p>(9) William S. Hein & Co.
1285 Main Street
Buffalo, New York 14209
800-828-7571 (Toll free)</p> |
| <p>(4) Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70802
504-342-4913</p> | <p>(10) Senate Research Services
504-342-2040 (Main number for the Senate)</p> |
| <p>(5) Baton Rouge <i>State-Times</i>
525 Lafayette Street
Baton Rouge, LA 70802
504-383-111 x225
800-272-9822 x225 (Toll free in Louisiana)</p> | <p>House Research Services
504-342-7393 (Main number for the House of Representatives)</p> |
| <p>(6) Louisiana Secretary of State
Baton Rouge, LA 70804
800-272-8363 (Main number toll free in La.)
504-342-5710 (Main information number)
504-342-5990 (Publication Division)
504-925-4680 (Administrative Services, Book Distribution Section)</p> | <p>(11) Louisiana State Law Institute
Paul M. Hebert Law Center, Rm 382
University Station
Baton Rouge, LA 70803
504-342-6360</p> |

*by Georgia Chadwick
Reference Librarian
Law Library of Louisiana*